

PERSONAL CHARACTERISTICS

The following list of **Personal Characteristics and Proven Skills or Special Abilities** will be useful for you to refer to as you try to fill out the page, **Learning to tell Your Story**. As you jot down the details of your job, review the lists to see which words fit you and what you do.

Personal characteristics that describe you and others find appealing are . . .

<i>practical</i>	<i>dependable</i>	<i>leader</i>
<i>trustworthy</i>	<i>energetic</i>	<i>loyal</i>
<i>self-starter</i>	<i>fast learner</i>	<i>neat</i>
<i>a hard worker</i>	<i>good communicator</i>	<i>curious</i>
<i>productive</i>	<i>high standards</i>	<i>fair</i>
<i>detailed</i>	<i>enthusiastic</i>	<i>steady</i>
<i>experienced</i>	<i>positive</i>	<i>outgoing</i>
<i>dedicated</i>	<i>strong willed</i>	<i>precise</i>
<i>consistent</i>	<i>organized</i>	<i>efficient</i>
<i>persuasive</i>	<i>creative</i>	<i>exact</i>
<i>independent</i>	<i>flexible</i>	<i>careful</i>
<i>a thinker</i>	<i>persistent</i>	<i>confident</i>
<i>physically strong</i>	<i>cooperative</i>	<i>humorous</i>
<i>well liked</i>	<i>go getter</i>	<i>quiet</i>
<i>responsible</i>	<i>easygoing</i>	<i>mature</i>
<i>a good communicator</i>	<i>a problem solver</i>	<i>accurate</i>
<i>a planner</i>	<i>friendly</i>	<i>trusted</i>
<i>like to be busy</i>	<i>helpful</i>	<i>sharp</i>
<i>determined</i>	<i>personable</i>	<i>sincere</i>
<i>open-minded</i>	<i>supportive</i>	<i>a doer</i>
<i>capable</i>	<i>a perfectionist</i>	<i>patient</i>