

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 . . .

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