

Name: _____ Period: _____

PERSONALITY & ATTITUDES

Directions: Circle each personality trait/attitudinal/self-management skill that especially apply to you. Add to the list other traits describing you. Check with your friends. Do they see you as you see yourself?

	Personality & Attitudinal Traits	
Able to manage stress	Friendly	Quick
Accurate	Good-natured	Quiet
Adaptable	Helpful	Rational
Adventurous	Honest	Realistic
Aggressive	Humorous	Reflective
Ambitious	Imaginative	Reliable
Analytical	Independent	Reserved
Intelligent	Resourceful	Attentive to detail
Inventive	Responsible	Businesslike
Kind	Calm	Likable
Self-confident	Careful	Logical
Self-controlled	Cautious	Loyal
Sensible	Cheerful	Mature
Sensitive	Clear-thinking	Methodical
Sociable	Competitive	Modest
Stable	Completive	Modest
Stable	Confident	Motivated
Conscientious	Open-minded	Tactful
Conservative	Optimistic	Teachable
Consistent	Organized	Tenacious
Creative outgoing	Thorough	Curious
Patient	Thoughtful	Diplomatic
Persevering	Tough	Discreet
Persuasive	Trusting	Easy-going
Poised	Trustworthy	Efficient
Practical	Understanding	Emotional
Precise	Versatile	Empathetic
Progressive	Witty	Punctual
Able to Concentrate	Enthusiastic	Supportive

Next: Choose what you would consider your top 5 personality and attitudinal strengths. Think of an example when you successfully used each one. Write an example of how you could use each in your resume.

- 1.
- 2.
- 3.
- 4.
- 5.