

Personal Skills -

Review this list of personal skills. Place a checkmark next to every skill you have.

“I am...”

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Able to coordinate | <input type="checkbox"/> (a) good communicator | <input type="checkbox"/> Effective | <input type="checkbox"/> Humble |
| <input type="checkbox"/> Able to lead | <input type="checkbox"/> Compassionate | <input type="checkbox"/> Efficient | <input type="checkbox"/> Humorous |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Competent | <input type="checkbox"/> Empathic | <input type="checkbox"/> Idealistic |
| <input type="checkbox"/> Active | <input type="checkbox"/> Composed | <input type="checkbox"/> Energetic | <input type="checkbox"/> Imaginative |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Confident | <input type="checkbox"/> Enterprising | <input type="checkbox"/> Impulsive |
| <input type="checkbox"/> Adventurous | <input type="checkbox"/> Conscientious | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Independent |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Conservative | <input type="checkbox"/> Experienced | <input type="checkbox"/> Industrious |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Considerate | <input type="checkbox"/> (an) Expert | <input type="checkbox"/> Informal |
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Consistent | <input type="checkbox"/> Expressive | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Extravagant | <input type="checkbox"/> Insightful |
| <input type="checkbox"/> Attentive | <input type="checkbox"/> Creative | <input type="checkbox"/> Farsighted | <input type="checkbox"/> Inspiring |
| <input type="checkbox"/> Authentic | <input type="checkbox"/> Curious | <input type="checkbox"/> Firm | <input type="checkbox"/> Intelligent |
| <input type="checkbox"/> Bold | <input type="checkbox"/> Decisive | <input type="checkbox"/> Flexible | <input type="checkbox"/> Intuitive |
| <input type="checkbox"/> Broad-minded | <input type="checkbox"/> Dependable | <input type="checkbox"/> Forgiving | <input type="checkbox"/> Inventive |
| <input type="checkbox"/> Businesslike | <input type="checkbox"/> Detailed | <input type="checkbox"/> Formal | <input type="checkbox"/> Kind |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Determined | <input type="checkbox"/> Frank | <input type="checkbox"/> Likable |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Friendly | <input type="checkbox"/> (a) good Listener |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Direct | <input type="checkbox"/> Frugal | <input type="checkbox"/> Logical |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Disciplined | <input type="checkbox"/> Generous | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Discreet | <input type="checkbox"/> Gentle | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Good natured | <input type="checkbox"/> Methodical |
| <input type="checkbox"/> Clear-Thinking | <input type="checkbox"/> Eager | <input type="checkbox"/> Gracious | <input type="checkbox"/> Meticulous |
| <input type="checkbox"/> Clever | <input type="checkbox"/> Easygoing | <input type="checkbox"/> Hard-working | <input type="checkbox"/> Modest |
| | <input type="checkbox"/> Eclectic | <input type="checkbox"/> Helpful | <input type="checkbox"/> Motivated |
| | | <input type="checkbox"/> Honest | |

_____ Neat	_____ Responsible
_____ Obliging	_____ (a) risk Taker
_____ Open minded	_____ Self-confident
_____ Optimistic	_____ Self-controlled
_____ Orderly	_____ Self-reliant
_____ Organized	_____ Sensible
_____ Original	_____ Sensitive
_____ Outgoing	_____ Serious
_____ Patient	_____ Shrewd
_____ Perceptive	_____ Sincere
_____ (a) Perfectionist	_____ Sociable
_____ Persevering	_____ Spontaneous
_____ Persistent	_____ Stable
_____ Pioneering	_____ Steady
_____ Pleasant	_____ Sympathetic
_____ Poised	_____ Tactful
_____ Polite	_____ Talkative
_____ Practical	_____ Teachable
_____ Precise	_____ Tenacious
_____ (a) Problem solver	_____ Thorough
_____ Productive	_____ Thoughtful
_____ Prudent	_____ Tidy
_____ Punctual	_____ Timely
_____ Purposeful	_____ Tolerant
_____ Quick	_____ Trusting
_____ Quick Thinking	_____ Trustworthy
_____ Quiet	_____ Unassuming
_____ Rational	_____ Understanding
_____ Realistic	_____ Unique
_____ Reasonable	_____ Verbal
_____ Reflective	_____ Versatile
_____ Relaxed	_____ Vigorous
_____ Reliable	_____ (a) Visionary
_____ Resourceful	_____ Warm
_____ Respectful	_____ Wit