



# Assess Personal Qualities

AUBURN UNIVERSITY CAREER CENTER

YOUR CAREER. OUR MISSION.

303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

Use this exercise to help you identify qualities and traits you possess that you may use in interviews and cover letters.

## Instructions

1. Place a check mark next to each word you feel describes you.
2. Review the items you have checked and narrow your list to the 10 words that best describe you.
3. Review these 10 items and prioritize them (1 as most descriptive, 10 as least descriptive).

<input type="checkbox"/> accommodating	<input type="checkbox"/> eager	<input type="checkbox"/> poised
<input type="checkbox"/> accurate	<input type="checkbox"/> efficient	<input type="checkbox"/> polite
<input type="checkbox"/> adaptable	<input type="checkbox"/> empathetic	<input type="checkbox"/> possess good sense of humor
<input type="checkbox"/> adventurous	<input type="checkbox"/> energetic	<input type="checkbox"/> possess common sense
<input type="checkbox"/> ambitious	<input type="checkbox"/> enjoy challenges	<input type="checkbox"/> practical
<input type="checkbox"/> analytical	<input type="checkbox"/> enthusiastic	<input type="checkbox"/> precise
<input type="checkbox"/> appreciate diversity	<input type="checkbox"/> entrepreneurial	<input type="checkbox"/> process-oriented
<input type="checkbox"/> appreciate feedback	<input type="checkbox"/> ethical	<input type="checkbox"/> productive
<input type="checkbox"/> approachable	<input type="checkbox"/> fair	<input type="checkbox"/> professional
<input type="checkbox"/> articulate	<input type="checkbox"/> flexible	<input type="checkbox"/> punctual
<input type="checkbox"/> assertive	<input type="checkbox"/> friendly	<input type="checkbox"/> a quick learner
<input type="checkbox"/> authentic	<input type="checkbox"/> generous	<input type="checkbox"/> rational
<input type="checkbox"/> autonomous	<input type="checkbox"/> goal-oriented	<input type="checkbox"/> reliable
<input type="checkbox"/> calm under pressure	<input type="checkbox"/> hard-working	<input type="checkbox"/> resourceful
<input type="checkbox"/> candid	<input type="checkbox"/> helpful	<input type="checkbox"/> realistic
<input type="checkbox"/> cautious	<input type="checkbox"/> honest	<input type="checkbox"/> resilient
<input type="checkbox"/> cheerful	<input type="checkbox"/> imaginative	<input type="checkbox"/> respectful
<input type="checkbox"/> collaborative	<input type="checkbox"/> inclusive	<input type="checkbox"/> results-oriented
<input type="checkbox"/> compassionate	<input type="checkbox"/> independent	<input type="checkbox"/> responsible
<input type="checkbox"/> committed to integrity	<input type="checkbox"/> industrious	<input type="checkbox"/> responsive
<input type="checkbox"/> competitive	<input type="checkbox"/> influential	<input type="checkbox"/> seek challenges
<input type="checkbox"/> confident	<input type="checkbox"/> innovative	<input type="checkbox"/> self-aware
<input type="checkbox"/> congenial	<input type="checkbox"/> intelligent	<input type="checkbox"/> self-motivated
<input type="checkbox"/> conscientious	<input type="checkbox"/> intuitive	<input type="checkbox"/> self-sufficient
<input type="checkbox"/> conservative	<input type="checkbox"/> inquisitive	<input type="checkbox"/> self-reliant
<input type="checkbox"/> considerate	<input type="checkbox"/> level-headed	<input type="checkbox"/> sincere
<input type="checkbox"/> consistent	<input type="checkbox"/> loyal	<input type="checkbox"/> spontaneous
<input type="checkbox"/> cooperative	<input type="checkbox"/> mature	<input type="checkbox"/> tactful
<input type="checkbox"/> cost-conscious	<input type="checkbox"/> methodical	<input type="checkbox"/> take direction well
<input type="checkbox"/> creative	<input type="checkbox"/> observant	<input type="checkbox"/> take initiative
<input type="checkbox"/> curious	<input type="checkbox"/> open-minded	<input type="checkbox"/> team-oriented
<input type="checkbox"/> decisive	<input type="checkbox"/> optimistic	<input type="checkbox"/> tenacious
<input type="checkbox"/> dedicated	<input type="checkbox"/> organized	<input type="checkbox"/> thoughtful
<input type="checkbox"/> dependable	<input type="checkbox"/> outgoing	<input type="checkbox"/> thorough
<input type="checkbox"/> detail-oriented	<input type="checkbox"/> passionate	<input type="checkbox"/> tolerant
<input type="checkbox"/> determined	<input type="checkbox"/> patient	<input type="checkbox"/> trustworthy
<input type="checkbox"/> diplomatic	<input type="checkbox"/> perceptive	<input type="checkbox"/> values-oriented
<input type="checkbox"/> disciplined	<input type="checkbox"/> persistent	<input type="checkbox"/> versatile
<input type="checkbox"/> discreet	<input type="checkbox"/> personable	<input type="checkbox"/> visionary
<input type="checkbox"/> driven	<input type="checkbox"/> persuasive	<input type="checkbox"/> willing to take risks
<input type="checkbox"/> dynamic	<input type="checkbox"/> pleasant	

Resource: [www.sc.edu/career](http://www.sc.edu/career)