

STRENGTHS

Definition: personality traits, characteristics that are naturally part of your “make up”. Strengths are things that come easily to you.

Caution: tell the truth. These are all positive characteristics. Do not use negative terms. I.e. stubborn. If you are dishonest, you may be hired and you will be found out.

Choose your top ten, however, only use TWO in your resumé. Use some others in your cover letter.

Accurate	Detailed	Independent	Polite	Tenacious
Active	Determined	Industrious	Positive	Thrifty
Adaptable	Disciplined	Innovative	Practical	Tolerant
Adventurous	Discreet	Inspiring	Productive	Truthful
Affectionate	Dynamic	Integrity	Progressive	Thorough
Ambitious	Eager	Intuitive	Proud	Thoughtful
Artistic	Easygoing	Kind	Punctual	Understanding
Assertive	Efficient	Likable	Rational	Versatile
Attentive	Empathetic	Logical	Realistic	
Calm	Energetic	Loyal	Reasonable	
Capable	Enterprising	Mature	Reflective	
Careful	Enthusiastic	Meticulous	Relaxed	
Caring	Expressive	Modest	Reliable	
Confident	Forgiving	Open-minded	Resourceful	
Conscientious	Friendly	Optimistic	Respectful	
Consistent	Gentle	Orderly	Self-reliant	
Constructive	Generous	Organized	Sensible	
Cooperative	Good-natured	Outgoing	Sincere	
Courageous	Helpful	Patient	Sociable	
Creative	Honest	Perceptive	Spontaneous	
Curious	Humorous	Persevering	Sympathetic	
Dependable	Imaginative	Playful	Tactful	