

WHAT ARE YOUR STRENGTHS

Below is a checklist of adaptive skill words that describe your personal traits. Personal trait strengths can make a critical difference in jobs of various types. First, read each word and check the ones that describe you, as you are now. Then, look back over the list and circle the words that are most highly descriptive of you.

Thank of an example of each strength – recall what happened [situation]; how you use your strength [action]; the outcome or result [result]. (In an interview, make sure the result reflects positively on you even if the result itself was not favorable.)

Strength Checklist

Academic	Easy going	Open-minded	Strong
Active	Efficient	Opportunistic	Strong-minded
Accurate	Emotional	Optimistic	Sympathetic
Adaptable	Enterprising	Organized	Tactful
Adventurous	Enthusiastic	Original	Teachable
Affectionate	Fair minded	Outgoing	Tenacious
Aggressive	Farsighted	Painstaking	Thorough
Alert	Firm	Patient	Thoughtful
Ambitious	Flexible	Peaceable	Tolerant
Artistic	Forceful	Persevering	Tough
Assertive	Formal	Pleasant	Trusting
Attractive	Frank	Poised	Trustworthy
Bold	Friendly	Polite	Unaffected
Broad-minded	Generous	Practical	Unassuming
Businesslike	Gentle	Precise	Understanding
Calm	Good-natured	Progressive	Unexcitable
Capable	Healthy	Prudent	Uninhibited
Careful	Honest	Purposeful	Verbal
Cautious	Humorous	Quick	Versatile
Charming	Idealistic	Quiet	Warm
Cheerful	Imaginative	Rational	Wholesome
Clear-thinking	Independent	Realistic	Wise
Clever	Individualistic	Reasonable	Witty
Competent	Industrious	Reflective	Zany
Competitive	Informal	Relaxed	
Confident	Ingenious	Reliable	
Conscientious	Intellectual	Reserved	
Conservative	Intelligent	Resourceful	
Considerate	Inventive	Responsible	
Cool	Kind	Retiring	
Cooperative	Leisurely	Robust	
Courageous	Light-hearted	Self-confident	
Creative	Likable	Self-controlled	
Curious	Logical	Sensible	
Daring	Loyal	Sensitive	
Deliberate	Mature	Serious	
Democratic	Methodical	Sharp-witted	
Dependable	Meticulous	Sincere	
Determined	Mild	Sociable	
Dignified	Moderate	Spontaneous	
Discreet	Modest	Spunky	
Dominant	Natural	Stable	
Eager	Obliging	Steady	