

Personal qualities are the characteristics or traits that make up our personality.

Employers often say that applicants’ personal qualities are just as important as their skills. So, recognising your strongest personal qualities, and matching them to the job you’re applying for really matters.

Which words describe you best?

adaptable	confident	friendly	observant	resilient
adventurous	conscientious	hard-working	optimistic	responsible
ambitious	creative	helpful	organised	sensible
approachable	curious	honest	out-going	sociable
articulate	dependable	imaginative	patient	supportive
assertive	determined	independent	polite	sympathetic
artistic	disciplined	intelligent	positive	tactful
calm	efficient	kind	practical	thorough
capable	empathetic	logical	punctual	thoughtful
careful	energetic	loyal	realistic	tidy
caring	enterprising	mature	reliable	tolerant
competent	enthusiastic	methodical	reserved	trustworthy
competitive	flexible	motivated	resourceful	versatile

My key qualities are (for example: determination, team work and reliability):

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