

## IT'S ALL ABOUT *YOU!*

Pick 5 characteristics which describe how you accomplish a task—  
and then place them on your resume.

Then think of 2 or 3 examples of how you've used each of these 5 characteristics,  
so that you can discuss them in a job interview.

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Accurate or detail-oriented or meticulous

Honest

Analytical

Optimistic or positive

Approachable or cheerful or friendly

Organized

Articulate

Patient or calm

Confident

People-oriented

Cooperative or team-oriented

Perceptive

Courteous or kind

Persevering

Creative or innovative

Practical or realistic

Dedicated

Punctual

Dependable or reliable or responsible

Quick learner

Determined or self-motivated

Resourceful

Diligent or hardworking

Efficient or productive

Energetic or enthusiastic

Flexible or adaptable