

Personal Qualities & Characteristics Checklist

Able to work alone
 Active
 Adaptable
 Adaptive
 Adept
 Adventurous
 Aggressive
 Ambitious
 Analytical
 Articulate
 Assertive
 Broad-minded
 Cautious
 Cheerful
 Committed
 Competent
 Congenial
 Conscientious
 Cooperative



Courageous
 Creative
 Curious
 Decisive
 Dedicated
 Dependable
 Determined
 Diligent
 Diplomatic
 Disciplined



Discreet
 Effective
 Energetic
 Enterprising
 Entertaining
 Enthusiastic

Exceptional
 Experienced
 Extroverted
 Fair
 Familiar
 Firm
 Forceful
 Frank
 Friendly



Generous
 Genuine
 Helpful
 Honest
 Idealistic
 Imaginative
 Impulsive
 Industrious
 Independent
 Innovative
 Insightful
 Instrumental
 Intellectual



Judicious
 Keen
 Kind
 Leadership ability
 Logical
 Loyal
 Mature
 Methodical
 Nonconforming
 Objective
 Observant
 Open-minded
 Orderly

Outgoing
 Patient
 Persistent
 Personable
 Persuasive
 Pleasant
 Poised
 Positive
 Practical
 Precise
 Productive
 Rational
 Receptive
 Reliable



Reserved
 Resilient
 Resourceful
 Responsible
 Self-confident
 Self-controlled
 Self-motivated
 Self-reliant
 Sensitive
 Sharp
 Sincere
 Sociable
 Strong



Successful
 Sympathetic
 Tactful
 Talkative
 Tenacious
 Thrifty
 Tolerant
 Understanding
 Well-organized