

Remember that employers will look for specific personal qualities, as well as skills. Your personal qualities are the parts of your personality that help you to use your skills effectively. Make sure that you also let the employer know that you have the right personal qualities for the job.

adaptable	determined	inquisitive	reliable
adventurous	disciplined	loyal	resourceful
ambitious	easy-going	motivated	responsible
articulate	efficient	observant	sensible
assertive	energetic	optimistic	sensitive
calm	enthusiastic	organised	sociable
capable	flexible	out-going	sympathetic
competent	friendly	patient	tactful
confident	hard-working	persistent	thorough
conscientious	helpful	polite	thoughtful
creative	honest	positive	tidy
decisive	imaginative	practical	trustworthy
dependable	intelligent	punctual	versatile