

Soft Skills – Work Style

Your personal work style may influence your view of where you are most successful. These descriptive words may be included in the career summary and/or other areas of your resume. Check all qualities that may characterize or express your work style.

Do you:

- Take Initiative
- Enlist Others
- Plan Ahead
- Motivate Others
- Contribute Ideas
- Meet Challenges
- Learn Quickly
- Set Attainable Goals
- Think Quickly
- Take Risks
- Give Clear Direction
- Deal Well With Others
- Face Difficulties
- Rise Above Adversity

Are you:

- Courteous
- Mechanically Inclined
- Accountable
- Responsible
- Artistic
- Positive
- Neat/Orderly
- Supportive
- Persistent
- Innovative
- Careful
- Calm
- Adaptable
- Persuasive
- Imaginative
- Cooperative
- Ambitious
- Friendly
- Precise
- Generous
- Creative
- Politically Astute
- Quality-Oriented

- Dedicated
- Good Humored
- Energetic
- Caring
- Adventurous
- Thorough
- Analytical
- Articulate
- Appreciative
- Accurate
- Fair
- Well-Organized
- Trustworthy
- Financially Astute
- Resourceful
- Well-Connected
- Disciplined
- Knowledgeable
- Patient
- Loyal
- Enthusiastic
- Spontaneous
- Sensitive
- Decisive

- Committed
- Intuitive

Do you possess marketable:

- Communication Skills
- Strategic Sense
- Business Strategy
- Leadership Qualities
- Crisis Management Skills

Notes:

