

Personal Qualities & Skills

A Personal Quality is a personal characteristic of an individual. Qualities stem from our values and interests. Others often recognise our qualities, but it is important to develop your awareness, so you can communicate these to potential employers.

What are your most marketable Personal Qualities? Can you think of anymore?

Adaptable	Methodical	Service-orientated
Ambitious	Optimistic	Sincere
Analytical	Organised	Strong-minded
Articulate	Perceptive	Studious
Challenging	Persistent	Supportive
Clear thinker	Practical	Tactful
Committed	Pragmatic	Tenacious
Confident	Productive	Thorough
Conscientious	Progressive	Trustworthy
Consistent	Professional	Versatile
Cool-headed	Proficient	
Cooperative	Proud	
Creative	Prudent	
Decisive	Punctual	
Diligent	Purposeful	
Disciplined	Quality-orientated	
Dynamic	Rational	
Efficient	Reliable	
Energetic	Resilient	
Enterprising	Resourceful	
Enthusiastic	Respectable	
Ethical	Respectful	
Experienced	Responsible	
Expressive	Resourceful	
Insightful	Results-orientated	
Intuitive	Risk-Taker	
Level-headed	Self-assured	
Logical	Self-confident	
Loyal	Self-Motivated	
Meticulous	Self-reliant	

A skill is the ability to do something well

SKILLS CHECKLIST

Accounting	Management
Active Listening	Managing Change
Administrative	Marketing
Analytical	Mediation
Auditing	Mentoring
Assertiveness	Microsoft office skills
Budgeting	Motivational
Coaching	Negotiation
Commercial awareness	Non- verbal communication
Communication	Numeracy
Complaint Handling	Objection handling
Computer literacy	Organisational
Conflict Management	Personal effectiveness
Conflict resolution	Planning
Consulting	Presentation
Creative thinking	Problem solving
Critical thinking	Reporting
Customer service	Research
Decision making	Sales
Delegation	Soft skills
Digital media	Strategic Planning
Editing	Team building
Emotional intelligence	Technical
Empathy	Time management
Evaluating	Training
Facilitation	Verbal communication
Finance	Writing
Influencing	
Innovation	
Interpersonal	
I.T. skills	
Leadership	
Listening	
Logical thinking	