

LIST OF DESCRIPTIVE WORDS/STATEMENTS

Exercise 2: Please check next to those words/statements that might describe some of your soft skills.

- | | |
|--|---|
| <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Able to delegate |
| <input type="checkbox"/> Self-motivated | <input type="checkbox"/> Committed |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Goal-oriented | <input type="checkbox"/> Empathetic |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Great at follow through |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Team player | <input type="checkbox"/> Take initiative |
| <input type="checkbox"/> Independent worker | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Sound decision maker | <input type="checkbox"/> Good judgment |
| <input type="checkbox"/> Problem solver | <input type="checkbox"/> Natural leadership ability |
| <input type="checkbox"/> Comfortable with public speaking | <input type="checkbox"/> Willing to learn |
| <input type="checkbox"/> Trouble shooter | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Strategic thinker | <input type="checkbox"/> Able to motivate others |
| <input type="checkbox"/> Great interpersonal skills | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Great time management skills | <input type="checkbox"/> Persuasive |
| <input type="checkbox"/> Excellent organizational skills | <input type="checkbox"/> Strong long term planner |
| <input type="checkbox"/> Great effective listening skills | <input type="checkbox"/> Great presentation skills |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Able to prioritize tasks |
| <input type="checkbox"/> Ethical | <input type="checkbox"/> Productive |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Critical thinker | <input type="checkbox"/> Quality focused |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Maintain quality service |
| <input type="checkbox"/> Achievement driven | <input type="checkbox"/> Maintain quality work |
| <input type="checkbox"/> Action oriented | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Professional appearance | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Development driven |
| <input type="checkbox"/> Punctual | <input type="checkbox"/> Service oriented |
| <input type="checkbox"/> Excellent verbal Communication skills | <input type="checkbox"/> Solution oriented |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Curious |
| <input type="checkbox"/> Maintain composure under pressure | <input type="checkbox"/> Act with integrity |
| <input type="checkbox"/> Focused | <input type="checkbox"/> Able to follow complex directions |
| <input type="checkbox"/> Able to maintain concentration | <input type="checkbox"/> Work with a sense of urgency |
| <input type="checkbox"/> Skilled in conflict resolution | <input type="checkbox"/> Demonstrate consistent performance |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Accountable |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Able to compromise |
| <input type="checkbox"/> Customer focused | <input type="checkbox"/> Able to overcome obstacles |
| | <input type="checkbox"/> Able to identify and meet challenges |
| | <input type="checkbox"/> Considerate |
| | <input type="checkbox"/> Great multi-tasker |
| | <input type="checkbox"/> Positive outlook |
| | <input type="checkbox"/> Culturally sensitive |