

**ADAPTIVE SKILLS/ PERSONALITY TRAITS**

Adaptive Skills/Personality Traits are skills you possess that employers find particularly important in an employee. Review each adaptive skill. If you have the skill listed, and are good at it, circle the skill.

|                         |                             |                  |                |
|-------------------------|-----------------------------|------------------|----------------|
| Dependable              | Honest                      | Trustworthy      | Punctual       |
| Follow Instructions     | Get Along with Others       | Meet Deadlines   | Ambitious      |
| Assertive               | Capable                     | Competent        | Creative       |
| Flexible                | Reliable                    | Versatile        | Organized      |
| Responsible             | Expressive                  | Thorough         | Self-Motivated |
| Results-oriented        | Willing to learn new things | Independent      | Optimistic     |
| Patient                 | Persistent                  | Open-Minded      | Friendly       |
| Able to motivate others | Resourceful                 | Mature           | Eager          |
| Follows through         | Determined                  | Intuitive        | Productive     |
| Problem-solver          | Helpful                     | Accept Criticism | Bold           |

**Of those adaptive skills/ personality traits that you circled, select the top five skills that you possess and examples of how you exhibit each:**

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