Take a Look at Yourself

In Chapter 2, you take a complete inventory of your education, training, experience, accomplishments, values, work preferences, and performance traits. This personal inventory is an essential tool for developing or confirming your career target and for conveying your qualifications to potential employers.

“Be courageous! Dare to explore what you love and what is most important to you. Don’t waste time assessing yourself as you are now. Dream and plan for who you want to be in the future.”

Betty Jo Matzinger Lash
Associate Director
Georgetown University Career Center
KNOWING YOURSELF—A MUST FOR YOUR CAREER SUCCESS

To achieve each step (your first job, a promotion, or a job or career change) throughout your career, you must sell the product—you. Just as successful salespeople must know their products, you must know your qualifications and be able to communicate them clearly to employers in a resume, in a cover letter, and in interviews.

To help ensure wise job and career choices, you need to clarify what values and work environment preferences are important to you. The Chapter 2 Career Actions help you thoroughly inventory your training, education, skills, and work experience and identify your values and work preferences.

Your Personal Career Inventory

In this chapter, all the information you compile about yourself through the Career Action assignments will form your personal career inventory. This will be an important source of information when you develop your resumes, cover letters, job applications, and more. Employers may want this information when considering you for a job. Included in this compilation are basic personal data and information about the following:

- Education and professional training
- Work experience, skills, and accomplishments
- People you can use as references

Record Education, Training, and Organizational Activities

The first step in compiling your personal career inventory is to document your education and training, including dates, places, career-relevant courses and activities, skills, and accomplishments. You will also document your membership and achievements in professional and other organizations related to your job and career targets. This information will help you identify or confirm an appropriate career choice, develop resumes and cover letters, and prepare for job interviews.

Complete this section of your personal career inventory thoroughly and accurately. Put yourself under a microscope, and look at every detail carefully. Ask people who know you well to help you document your accomplishments. Consider scholarships, honors, and awards you have received and competitions in which you have participated. In describing accomplishments, be as specific as possible. For example:

- Won first place in school math competition.
- Voted president of the senior class.

When identifying the skills and accomplishments you developed through your education, training, and organizational activities, consider two kinds of skills (or competencies) that employers are seeking: job-specific skills and transferable competencies.

Job-Specific Skills. Job-specific skills are the technical abilities that relate specifically to a particular job. For example, in accounting, preparing a balance sheet by using accounting software customized for a client is a job-specific skill. Relining brakes on a vehicle is a job-specific skill for an auto mechanic. Operating medical diagnostic equipment is also a job-specific skill.

Transferable Competencies. Transferable competencies are abilities you have that can be applied in more than one work environment. For example, both accountants and auto mechanics are required to have such transferable competencies as the ability to read, write, use mathematics, and use computers. Other transferable competencies include such abilities as working well with others, leading, organizing work and materials, solving problems, making decisions, and managing resources.

“It’s not what you’ve got, it’s what you use that makes a difference.”
Zig Ziglar
CAREER ACTION 2-1

Education, Training, and Organizational Activities Inventory

**Directions:** Access Career Action 2-1 on your Learner’s CD, or use the form on page 22 of your text. Complete each section of the form that applies to you. Be thorough in providing details.

**List Experience and Skills**

In Career Action 2-2, you will document all your work and other pertinent experience and include the dates and places of these experiences. You will also list the skills and knowledge you developed and any accomplishments, achievements, or recognition you received as part of these experiences. You want to include both job-specific skills and transferable competencies.

Experience should include paid or volunteer work (e.g., volunteering on community service projects and fund-raising), internships, or cooperative education experience. Be specific about the contributions you made. For example:

- Raised 20 percent more in contributions over previous year.
- Designed a web interface for LAN bandwidth usage tracking, improving network efficiency by 45 percent.
- Suggested new file management procedures that reduced filing error rate by 25 percent.

**Identify Job References**

The final step in completing your personal career inventory is to identify job references. A job reference is someone who can vouch for your capabilities, skills, and suitability for a job. References are typically people who have been your instructors and coaches in school or your supervisors or coworkers in volunteer and paid work environments. Therefore, you should review your inventory of education and work experience for potential job references.

Identify people who can and are willing to confirm (from firsthand observation) your good perfor-

CAREER ACTION 2-2

Experience and Skills Inventory

**Directions:** Access Career Action 2-2 on your Learner’s CD, or use the form on page 26 of your text. Complete each section of the form that applies to you. Be as specific and thorough as possible.

“*All our dreams can come true, if we have the courage to pursue them.*”

Walt Disney
Develop a List of Potential Job References

**Directions:** Access Career Action 2-3 on your Learner’s CD, or use the form provided on page 28. Identify at least three (but as many as possible) potential job references from your education/training and experience/skills inventories. Also consider contacts at professional associations. Record the names of your references, their addresses, and other pertinent contact information. Plan to contact each reference and ask him or her to write you a letter of reference.

**CAREER ACTION 2-3**

If you are qualified to work in two different fields, such as retail sales and accounting, you will get the best results by having one set of references targeted for each of the two fields, or a total of six references (three in the sales field and three in the accounting field). Some organizations ask for different types of references. For example, an employer may ask for personal as well as professional references.

Use Career Action 2-3 to identify people you can use as your references. Make note of how they know you and in what areas they can speak about your performance.

**Self-Assessment**

Another important part of knowing yourself is having an accurate assessment of your personal values, work preferences, and job-related performance traits. Understanding the personal factors that influence your performance and job satisfaction will help you make good choices when setting job and career targets and when considering specific job offers.

**Values**

*Webster’s New World Dictionary* defines value as “that which is desirable or worthy of esteem for its own sake; the social principles, goals, or standards held

Coaches make good job references since they have first-hand knowledge of your determination to achieve goals and ability to work with others.

Performance on the job, in school, or in other activities. Employers usually want at least three job references listed on application forms. Ideally, these references are supervisors, employers, or others who know your work well. Relatives or classmates are not appropriate references. The more references you have available, the better prepared you are for your current and future job campaign.
The right career is one that complements your skills, interest, values, and environmental preferences. By working in a job that matches your values, you greatly increase the chances of enjoying and succeeding in your job. Career Action 2-4 will help you identify and prioritize your values.

**Success Tip**

Identify your skills, abilities, work experience, values, and work preferences to achieve a good job match.

**Work Environment**

Most people spend a lot of time in their work environment. To maximize your success, identify the work environments you prefer and perform best in. For example, if you are an extrovert, you probably won’t enjoy working in an isolated environment. Career Action 2-4 will help you clarify what is important to you in a work environment.

**Personal Qualities and Work Performance Traits**

To get the job you want, you must be able to sell your personal qualities, positive job performance traits, and enthusiasm to prospective employers. In Career Action 2-5, you will identify these qualities and traits to help you find a suitable job target match.

Identifying your personal qualities and work performance traits will also help you decide what type of work you are best suited for.

**CAREER ACTION 2-4**

**Values and Work Environment Preferences Inventory**

**Directions:** Career Action 2-4 will help you identify and prioritize the values that are important to you and will also help you clarify the kinds of work environments you prefer. Remember, there are no wrong answers in defining what’s important to you. Access Career Action 2-4 on your Learner’s CD, or use the form provided on page 30.
CAREER ACTION 2-5

Personal Qualities and Work Performance Traits

**Directions:** Access Career Action 2-5 on your Learner’s CD, or use the form provided on page 33. Follow the directions to complete Career Action 2-5.

**SELF-ASSESSMENT RESOURCES**

Many self-assessment resources speed up the process of making and confirming a successful career choice. (Note that some services may have a fee attached to them.)

- **Your school career services staff and counselors.** These specialists can provide a wide variety of aptitude and interest tests.
- **The Internet.** You can find useful information on careers and jobs on the Internet. Many sites offer online tools to assess your career interests and values and to help match the results with appropriate careers and jobs.
- **Commercial software packages.** Some commercial software packages are available on the Internet and through school career offices.

**SUCCESS TIP**

Complete online self-assessments to help match your interests, values, and personality style to appropriate careers.

CAREER ACTION 2-6

Online Self-Assessment Test

**Directions:** Use the Internet to locate and complete two or three career self-assessment tests that measure your interests, values, or personality style. Print the results for your Career Management Files Binder. Some versions of tests to search for include (a) The Career Key, (b) The mini-Myers Briggs Type Indicator quiz, and (c) The Kiersey Temperament Sorter. Resources for this assignment include the following:

1. The *Your Career: How to Make It Happen* web site at [www.levitt.swlearning.com](http://www.levitt.swlearning.com). Access the Links page; then click on the Self-Assessment links category. From there, review the self-assessment links and select assessment tests you are most interested in completing.

   Also check out “Efficient web researching links” for more information on conducting Internet research.

2. Your favorite search engines

   Conduct a search using a search string such as *self-assessment.*
Personal Best

Professional Ethics

A code of ethics is a set of principles—written or unwritten—that guides your behavior. These principles are based on your personal values. For example, if you value honesty, honesty will be part of your ethical code.

How will your behavior in the workplace reflect your personal values and ethics? If everyone else plays computer games during work hours, will you? According to Kenneth Blanchard and Norman Vincent Peale, authors of The Power of Ethical Management, you should ask yourself three questions when faced with an ethical dilemma.

Is it legal? Will you be breaking any laws or company policies by engaging in this activity?

Is it balanced? Is it fair to all parties in the short term as well as the long term? Is this a win-win situation for all those involved?

Is it right? Does this action go against your conscience? How does this decision make you feel about yourself?

CHECKLIST:

Self-Assessment

Check the actions you are currently taking to increase your career success:

- Identifying skills, abilities, work experience, values, and work preferences to achieve a good job match.

- Completing self-assessments to help match interests, values, or personality style to appropriate career and job targets.

Critical thinking Questions

1. Why is it important in career planning and a job search to assess and document thoroughly your education, training, work experience, and accomplishments?

2. Why is it useful to identify your work performance traits and career-related personal qualities?
CAREER ACTION 2-1

Education, Training, and Organizational Activities Inventory

Directions: This inventory of your education and training contains four sections: (1) High School Inventory, (2) Business, Career, or Technical Education Inventory, (3) College or University Inventory, and (4) Seminars and Workshops Inventory. Complete each section that applies to you. List information related to your career target. Be thorough in documenting your accomplishments and achievements.

HIGH SCHOOL INVENTORY

Name of School: ____________________________________________

Address: ___________________________________________________

Dates of Attendance: ______ to ______ Date of Diploma: _______

Grade Point Average: ______ GED (Date): ______

1. Career-Related Courses. List the career-related courses you completed.

2. Career-Related and Organizational Activities. Describe your involvement in school, extracurricular, community, and other activities (examples: clubs, sports, organizations, and volunteer work).

3. Career-Related Skills. List the skills you developed in high school and through other activities. Include both job-specific skills and transferable competencies (examples: operating a computer, calculating numbers, persuading others, using specific tools/equipment, leading others, and working in a team).

4. Accomplishments, Achievements, and Recognition. List special accomplishments, achievements, and recognition you received in high school and through other activities (examples: selected to play lead in musical production, selected to serve on state debate team, and awarded first place in competition). List any scholarships or honors you earned. Also summarize praise received from instructors, peers, and others.

Continued on next page.
BUSINESS, CAREER, OR TECHNICAL EDUCATION INVENTORY

Directions: Complete one set of questions for each school attended. Duplicate the form if you have attended more than one business, career, or technical school.

Name of School: ____________________________________________________________

Address: ___________________________________________________________________

Dates of Attendance: ______ to ______ Date of Diploma: ______

Grade Point Average: ______ GED (Date): ________

1. Career-Related Courses. List the career-related courses you completed.

__________________________________________________________________________

2. Career-Related and Organizational Activities. Describe your involvement in school or extracurricular activities, in professional or career and technical associations, in the community, and in other activities (examples: sports, clubs, volunteer work, and student organizations such as Business Professionals of America).

__________________________________________________________________________

3. Career-Related Skills. List the skills you developed through your classes and other activities. Include both job-specific skills and transferable competencies (examples: operating a computer, using specific software, presenting and creating oral and written communication, calculating numbers, persuading others, operating specific equipment/machinery, using specific tools, organizing and leading others, working as a team member, studying, analyzing, and researching data).

__________________________________________________________________________

4. Accomplishments, Achievements, and Recognition. List all special accomplishments, achievements, and recognition you received for school and other activities. List any scholarships or honors you earned (examples: awarded second place in state business education skills competition, earned service award, earned perfect attendance award, served as class officer, inducted into National Vocational-Technical Honor Society, and restored two-bedroom apartment).

__________________________________________________________________________

Continued on next page.
CAREER ACTION 2-1 (continued)

COLLEGE OR UNIVERSITY INVENTORY

Directions: Complete one set of questions for each school attended. Duplicate the form if you have attended more than one college or university.

Name of School: 
Address: 

Dates of Attendance: ______ to ______ Date of Diploma: ______
Grade Point Average: ______ GED (Date): ______

1. Career-Related Courses. List the career-related courses you completed.

2. Career-Related and Organizational Activities. Describe your involvement in school and extracurricular activities, in professional or other associations or organizations, in community activities, in volunteer work, and in other activities (examples: clubs, offices held, volunteer work, and community projects or programs).

3. Career-Related Skills. List the skills you developed through your classes and other activities. Include both job-specific skills and transferable competencies (examples: supervising, marketing, finance, sales, teaching, accounting, computer operation or programming, nursing, care taking, physical fitness/therapy, specific software, electronic applications, oral and written communication, calculating numbers, persuading and leading others, working as a team member, and researching).

4. Accomplishments, Achievements, and Recognition. List all special accomplishments, achievements, and recognition you received for school activities. List any scholarships or honors you earned (examples: served as class officer, won scholarship, prepared lesson plans in student teaching that were used as model for campus, selected for only paid internship in business department, and won regional award).

Continued on next page.
SEMINARS AND WORKSHOPS INVENTORY

Directions: List the seminars or workshops you have attended. If necessary, add to the list of seminars and workshops (a) by keying in the additional information if you are using a computer for this activity or (b) by using additional paper if you are handwriting this activity.

Name of Seminar/Workshop: _____________________________________________
Offered by: ____________________________________________ Date(s): ____________
Career-related concepts or skills I learned: ________________________________

Name of Seminar/Workshop: _____________________________________________
Offered by: ____________________________________________ Date(s): ____________
Career-related concepts or skills I learned: ________________________________

Name of Seminar/Workshop: _____________________________________________
Offered by: ____________________________________________ Date(s): ____________
Career-related concepts or skills I learned: ________________________________

Name of Seminar/Workshop: _____________________________________________
Offered by: ____________________________________________ Date(s): ____________
Career-related concepts or skills I learned: ________________________________

Name of Seminar/Workshop: _____________________________________________
Offered by: ____________________________________________ Date(s): ____________
Career-related concepts or skills I learned: ________________________________
**Experience and Skills Inventory**

**Directions:** Complete one set of questions for each position or project (cooperative work experience, internship, volunteer/paid work experience, military experience). Begin with the most recent experience, and continue in reverse chronological order. Two copies of the form are provided; duplicate the form for additional job experience.

**POSITION TITLE:**

Name of organization _____________________________

Address _______________________________________

Telephone Number: ___________________________ Salary (if paid experience): ___________________________

Circle Type of Experience: (1) Cooperative (2) Volunteer (3) Internship (4) Paid Work

Dates of Employment or Involvement: _____________________________

Supervisor Name/Title: ________________________________________

1. **Career-Related Skills.** List the job-specific skills, transferable competencies, and responsibilities you developed in this position.

2. **Accomplishments and Achievements.** List your accomplishments in this position, preferably in measurable terms (examples: increased sales by 20 percent, reduced order processing time by 15 percent by developing more efficient processing methods, named employee/volunteer of the month, and supervised evening shift of eight employees).

3. **Praise Received.** Summarize praise received from employers, coworkers, and customers.

Why did you leave?

Performance rating (circle one): Excellent Very Good Good Needs Improvement Poor

Continued on next page.
CAREER ACTION 2-2 (continued)

POSITION TITLE: ___________________________

Name of organization ___________________________

Address ___________________________

Telephone Number: ____________________________ Salary (if paid experience): ____________________________

Circle Type of Experience: (1) Cooperative (2) Volunteer (3) Internship (4) Paid Work

Dates of Employment or Involvement: ____________________________

Supervisor Name/Title: ____________________________

1. **Career-Related Skills.** List the job-specific skills, transferable competencies, and responsibilities you developed in this position.

   ____________________________

2. **Accomplishments and Achievements.** List your accomplishments in this position, preferably in measurable terms (examples: increased sales by 20 percent, reduced order processing time by 15 percent by developing more efficient processing methods, named employee/volunteer of the month, and supervised evening shift of eight employees).

   ____________________________

3. **Praise Received.** Summarize praise received from employers, coworkers, and customers.

   ____________________________

Why did you leave?

Performance rating (circle one): Excellent Very Good Good Needs Improvement Poor
CAREER ACTION 2-3

Develop a List of Potential Job References

Directions: List at least three people who would recommend you to prospective employers. List more references if possible. Be sure to get permission to use their names as references during your job search.

Name: ____________________________________________________________
Title and Organization: ______________________________________________
Address: __________________________________________________________
                Street  City  State  ZIP Code
Telephone: ________________________________  ________________  __________
                    Home  Work  Fax
E-Mail Address: _____________________________________________________
How I know this reference: ____________________________________________
Date permission received to use as a reference: ____________________________
Date of reference letter on file: ________________________________________
Date of last personal contact: __________________________________________

Name: ____________________________________________________________
Title and Organization: ______________________________________________
Address: __________________________________________________________
                Street  City  State  ZIP Code
Telephone: ________________________________  ________________  __________
                    Home  Work  Fax
E-Mail Address: _____________________________________________________
How I know this reference: ____________________________________________
Date permission received to use as a reference: ____________________________
Date of reference letter on file: ________________________________________
Date of last personal contact: __________________________________________

Continued on next page.
CAREER ACTION 2-3 (continued)

Name: ________________________________

Title and Organization: ________________________________

Address: ___________________________________________

Street  City  State  ZIP Code
Telephone: ___________________________________________

Home  Work  Fax

E-Mail Address: ________________________________________

How I know this reference: ________________________________

Date permission received to use as a reference: ________________

Date of reference letter on file: ________________

Date of last personal contact: ________________

Name: ________________________________

Title and Organization: ________________________________

Address: ___________________________________________

Street  City  State  ZIP Code
Telephone: ___________________________________________

Home  Work  Fax

E-Mail Address: ________________________________________

How I know this reference: ________________________________

Date permission received to use as a reference: ________________

Date of reference letter on file: ________________

Date of last personal contact: ________________
### Values and Work Environment Preferences Inventory

**PART 1: VALUES**

**Directions:** Review the values listed below, and rank the importance of each as it relates to your career and job goals (H = high, M = medium, and L = low).

<table>
<thead>
<tr>
<th>Value</th>
<th>Ranking (H, M, L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adventure (risk taking, new challenges)</td>
<td></td>
</tr>
<tr>
<td>2. Education/Learning/Wisdom</td>
<td></td>
</tr>
<tr>
<td>3. Social Needs (need for relationships with people)</td>
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<tr>
<td>4. Self-Respect/Integrity/Self-Discipline</td>
<td></td>
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<tr>
<td>5. Helping/Serving</td>
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<tr>
<td>6. Recognition/Respect From Others</td>
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<tr>
<td>7. Freedom/Independence (working independently with minimal supervision)</td>
<td></td>
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<tr>
<td>8. Security (job, family, national, financial)</td>
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<tr>
<td>9. Spiritual Needs</td>
<td></td>
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<tr>
<td>10. Expression (for example, creative, artistic)</td>
<td></td>
</tr>
<tr>
<td>11. Responsibility (reliability, dependability)</td>
<td></td>
</tr>
<tr>
<td>12. Balance in Work and Personal Life</td>
<td></td>
</tr>
<tr>
<td>13. Others (List other values below and rank each one.)</td>
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</tbody>
</table>
**CAREER ACTION 2-4 (continued)**

**PART 2: WORK ENVIRONMENT PREFERENCES**

**Directions:** In the boxes to the right, place a check mark next to each work environment condition you prefer.

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>Check Those Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Indoor work</td>
<td></td>
</tr>
<tr>
<td>2. Outdoor work</td>
<td></td>
</tr>
<tr>
<td>3. Industrial/manufacturing setting</td>
<td></td>
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<tr>
<td>4. Office setting</td>
<td></td>
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<tr>
<td>5. Working alone</td>
<td></td>
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<tr>
<td>6. Working with people</td>
<td></td>
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<tr>
<td>7. Working with things</td>
<td></td>
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<tr>
<td>8. Working with data</td>
<td></td>
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<tr>
<td>9. Working with ideas</td>
<td></td>
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<tr>
<td>10. Challenging opportunities</td>
<td></td>
</tr>
<tr>
<td>11. Predictable, orderly, structured work</td>
<td></td>
</tr>
<tr>
<td>12. Pressures at work</td>
<td></td>
</tr>
<tr>
<td>13. Problem solving</td>
<td></td>
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<tr>
<td>14. Standing while working</td>
<td></td>
</tr>
<tr>
<td>15. Sitting while working</td>
<td></td>
</tr>
<tr>
<td>16. Busy surroundings</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page.
### Work Environment

<table>
<thead>
<tr>
<th>Check Those Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Quiet surroundings</td>
</tr>
<tr>
<td>18. Exciting, adventurous conditions</td>
</tr>
<tr>
<td>19. Safe working conditions/environment</td>
</tr>
<tr>
<td>20. Creative environment</td>
</tr>
<tr>
<td>21. Opportunities for professional development and ongoing training/education</td>
</tr>
<tr>
<td>22. Flexibility in work structure</td>
</tr>
<tr>
<td>23. Teamwork and work groups</td>
</tr>
<tr>
<td>24. Opportunities to supervise, lead, advance</td>
</tr>
<tr>
<td>25. Opportunities to make a meaningful difference</td>
</tr>
<tr>
<td>26. Using cutting-edge technology or techniques</td>
</tr>
<tr>
<td>27. Integrity and truth in work environment</td>
</tr>
<tr>
<td>28. Stability and security</td>
</tr>
<tr>
<td>29. High-level earnings potential</td>
</tr>
<tr>
<td>30. Opportunities to participate in community affairs</td>
</tr>
</tbody>
</table>

Others (List other conditions you are seeking in your job target.)

| Others (List other conditions you are seeking in your job target.) |
|____________________________________________________|
|____________________________________________________|
|____________________________________________________|
|____________________________________________________|
|____________________________________________________|
|____________________________________________________|
|____________________________________________________|
**CAREER ACTION 2-5**

**Personal Qualities and Work Performance Traits**

**Directions:** Rate yourself on each of the personal qualities and work performance traits listed below by using a scale of high, average, or low (H, A, or L). For example, if you think you have a high degree of dependability, write H in the space to the right of Dependability. Be sure to list other qualities or traits that are important for success in your targeted career. In preparing your resume and preparing to interview well, you should be able to prove that you possess these traits by giving examples of how you have used them successfully. At the end of the form, write at least five brief, positive examples of how you have used these qualities or traits.

<table>
<thead>
<tr>
<th>Personal Quality or Work Performance Trait</th>
<th>Rating (H, A, L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Initiative/Resourcefulness/Motivation</td>
<td></td>
</tr>
<tr>
<td>2. Dependability</td>
<td></td>
</tr>
<tr>
<td>3. Punctuality</td>
<td></td>
</tr>
<tr>
<td>4. Flexibility</td>
<td></td>
</tr>
<tr>
<td>5. Creativity</td>
<td></td>
</tr>
<tr>
<td>6. Patience</td>
<td></td>
</tr>
<tr>
<td>7. Perseverance</td>
<td></td>
</tr>
<tr>
<td>8. Humor</td>
<td></td>
</tr>
<tr>
<td>9. Diplomacy</td>
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<tr>
<td>10. Intelligence</td>
<td></td>
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<tr>
<td>11. High energy level</td>
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<tr>
<td>12. Ability to work well with a team</td>
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<tr>
<td>13. Ability to set and achieve goals</td>
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<tr>
<td>14. Ability to plan, organize, prioritize work</td>
<td></td>
</tr>
<tr>
<td>15. Outgoing personality</td>
<td></td>
</tr>
<tr>
<td>16. Ability to handle conflict</td>
<td></td>
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<tr>
<td>17. Optimistic attitude</td>
<td></td>
</tr>
<tr>
<td>18. Realistic attitude</td>
<td></td>
</tr>
</tbody>
</table>

*Continued on next page.*
### CAREER ACTION 2-5 (continued)

<table>
<thead>
<tr>
<th>Personal Quality or Work Performance Trait</th>
<th>Rating (H, A, L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Enthusiastic attitude</td>
<td></td>
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<tr>
<td>20. Willingness to work</td>
<td></td>
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<tr>
<td>21. Orderliness of work</td>
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<tr>
<td>22. Attention to detail</td>
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<tr>
<td>23. Ability to manage time well</td>
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<tr>
<td>24. Honesty and integrity</td>
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<tr>
<td>25. Ability to multitask</td>
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</tbody>
</table>

Others (List and rank other positive personal qualities or work performance traits.)

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Examples: List at least five positive examples of how you have used some of these qualities and traits in the past.

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