**Resume Personal Characteristics List**

[Adventurous](https://www.monster.ca/career-advice/article/a-career-in-fashion-canada):  I take risks.

Ambitious:  I am driven to succeed.

Approachable:  I work well with others.

Articulate:  I can express myself well in front of groups.

Autonomous:  I use initiative.

Calm:  I stay levelheaded in a crisis.

[Charismatic](https://www.monster.ca/career-advice/article/how-to-become-a-star-at-work-canada):  I can be a leader when need be.

Cheerful:  I develop a positive work environment.

Clever:  I can juggle multiple tasks.

Competitive:   I thrive under pressure.

Confident:  I am not afraid to ask questions.

Cooperative:  I get along well in a team setting.

Courteous:  I care about workplace atmosphere.

[Creative](https://www.monster.ca/career-advice/article/interview-tips-for-landing-a-creative-job):  I think outside the box.

Curiosity:  I am eager to learn.

Determined:   I am self-motivated.

Devoted:  I am committed to the company’s success.

Diligent:   I always work my hardest.

Easygoing:  I easily adapt to new situations.

Educated:  I possess formal training.

Efficient:  I have very quick turnover time.

Eloquent:  I have strong communication skills.

Energetic: I am able to work long and hard hours.

Enthusiastic:  I put my all into every project.

Flexible:  I am able to adapt my priorities.

Focused:  I am goal-oriented.

Friendly:   I am easy to work with.

Honest:  I value integrity.

Imaginative:  I am inventive in my work process.

Independent:  I need little direction.

[Inexperienced](https://www.monster.ca/career-advice/article/job-search-tips-for-generation-y):  I am a blank pallet.

Inquisitive:  I am excellent at gathering information.

Insightful:  I can read between the lines.

Intuitive:  I can sense when there is a problem.

Meticulous:  I pay attention to the small details.

Neurotic:  I am a perfectionist.

Open-minded:  I take constructive criticism well.

Opinionated:  I am comfortable voicing opinions.

[Organized](https://www.monster.ca/career-advice/article/transferring-your-skills-to-a-new-job-in-the-same-company):  I am a meticulous planner.

Patient:  I am not easily ruffled.

Perceptive:  I can read people effortlessly.

Persuasive:  I am a natural salesperson.

Procedural:  I work best with structure.

Punctual:  I have great time management skills.

Quiet:  I am a great listener.

Relaxed:  I do not stress easily.

Resourceful:  I use every tool at hand.

Responsible:  I always finish a task on time.

Talkative:  I am comfortable initiating a dialogue.

Technological:  I am industrially savvy.

**Personal Skills**

A – G

* Accountable
* Accuracy
* Adaptability
* Adept
* Alertness
* Ambition
* Amiability
* [Analytical](https://www.thebalance.com/analytical-skills-list-2063729)
* Articulate
* Assertive
* Attentiveness
* Businesslike
* Capable
* Caring
* Competence
* Confidence
* Conscientiousness
* Considerate
* Consistency
* Cooperation
* Creative
* Critical thinking
* Dedication
* Dependability
* Detail oriented
* Determination
* Diplomatic
* Efficiency
* Empathy
* Encouraging
* Energy
* Enterprising
* Ethical
* Experienced
* Flexibility

H - M

* Hardworking
* Helpfulness
* Honesty
* Imaginative
* Independent
* Industriousness
* Influence
* Innovation
* Insightful
* [Interpersonal](https://www.thebalance.com/interpersonal-skills-list-2063724)
* Intuitive
* [Leadership](https://www.thebalance.com/leadership-skills-list-2063757)
* [Logical thinking](https://www.thebalance.com/logical-thinking-definition-with-examples-2059690)
* Loyal
* [Management](https://www.thebalance.com/management-skills-list-2062427)
* [Motivation](https://www.thebalance.com/motivational-skills-with-examples-2059691)

N - S

* [Nonverbal communication](https://www.thebalance.com/nonverbal-communication-skills-2059693)
* Optimism
* [Organizational](https://www.thebalance.com/organizational-skills-list-2063762)
* Passion
* Patience
* Perceptive
* Perseverance
* Positive
* Practical
* Problem solving
* Productive
* Professional
* Progressive
* Punctual
* Rational
* Realistic
* Reflective
* Reliable
* Resourceful
* Respectful
* Responsible
* Sense of humor
* Sincere
* Sociable

T – Z

* Teachable
* Teaching
* [Teamwork](https://www.thebalance.com/list-of-teamwork-skills-2063773)
* Technical Literacy
* Tolerance
* Training
* Trustworthy
* Understanding
* [Verbal communication](https://www.thebalance.com/verbal-communication-skills-list-2059698)
* Versatility
* Visionary

 Work ethic