

**Match the 44 personal skills and their definitions. Choose the ones that best describe you.**

Source : [http://www.ceswoodstock.org/job\\_search/resumeskillsid.shtml](http://www.ceswoodstock.org/job_search/resumeskillsid.shtml)

Accurate	Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.
Adaptable	Able to express oneself clearly, do not mumble.
Alert	Being tolerant or liberal in thought or opinion.
Ambitious	Careful, precise, free from error.
Amiable	Employing analytic methods; separating things into their parts or elements.
Analytical	Feeling and inspiring friendliness; lovable.
Articulate	Full of ambition, strong desire "to do" something
Assertive	Insist on one's rights or opinions.
Attentive	Practical, systematic.
Broad-minded	To notice, pay attention to, careful attention.
Businesslike	Watchful, wide awake, ready to act.

Calm	Adequately qualified, ability.
Capable	Constant to same principles, not changing.
Careful	Devoted to aims or vocation.
Competent	Good moral understanding of right and wrong.
Confident	Having the skills/ability or fitness for.
Conscientious	May be relied on.
Consistent	Stillness, serenity, peaceful, undisturbed.
Cooperative	To do, resolve, on a course of action.
Dedicated	Trusting, fully assured, belief, trust in yourself.
Dependable	Watchful, cautious, concerned for.
Determined	Work well with others.

Efficient	Ability to work on your own without being constantly supervised.
Energetic	Active, full of life, vigorous, an energetic worker.
Enterprising	Competent, capable, able to get results.
Flexible	Done with energy, industrious.
Hardworking	Hardworking, diligent.
Honest	Make changes, introduction of something new.
Independent	Manageable, adaptable, versatile.
Industrious	Not lying, cheating or stealing, sincere.
Innovative	Strong interest, great eagerness.
Motivated	The inner reason for any act; as, hunger might be the motive for working.
Optimistic	View that good prevails over evil.

Organized	Turning easily or readily from occupation/job to another, changeable.
Patient	Ability to supply what is needed, quick wit.
People-oriented	Calm.
Persevering	Capable of rational conduct, trustworthy.
Practical	Dependable.
Productive	Enjoy working/being with people.
Realistic	Inclined or suited to useful action, rather than speculation.
Reliable	Place things in working order.
Resourceful	Practical views/policy, truth/detail, presenting people/scenes as they are.
Responsible	Steadfast pursuit to an aim, refusal to give up; continued effort.
Versatile	Tending to produce.

**Transferable skills are skills that you can take with you from one situation to another, from one job to another. The skills below are important to employers. Which ones do you have?**

Source : [http://www.ceswoodstock.org/job\\_search/resumeskillstransf.shtml](http://www.ceswoodstock.org/job_search/resumeskillstransf.shtml)

Communicate	Break a problem down to see what is really going on.
Interpret	Keep track of items and how to order them.
Analyze	Learn a new task and/or work in a different area with different co- workers.
Creativity	Look at things and make sense of them, figure out what makes things work, why there is a problem,.
Order Goods/Supplies	Make good judgements about what to do in a difficult situation, even when the supervisor is not present.
Decision Making	Plan your day and keep problems/accidents from happening.
Adapt to Situations	Tell others why you do certain things they way you do or why you think the way you do.
Explain	Use a calculator, cash register or computer to answer numerical questions.
Think Ahead	Use your imagination to come up with new ideas or to solve problems.
Calculate Numbers	Speak and/or write well and get your ideas across to other easily.

Operate Equipment	Turn equipment on and off as well as how to use it safely and wisely. (If you don't know how to operate certain things, you always ask for help.)
Record Data	Write thorough and accurate notes/numbers.
Set Goals	Set goals for yourself to achieve and plan ways to achieve them.
Learn Quickly	Do new things and carry out new responsibilities easily by watching other or by following instructions.
Confident	Believe in and feel good about yourself.
Pleasant	Nice person for others to talk to and be with.
Energetic	Lots of energy to use at work and at play.
Helpful	Enjoy helping people solve their problems.
Trustworthy	Can be trusted to get the job done, to look after things or keep secrets that are very important to other people.
Efficient	Perform tasks in the fastest and simplest ways that they can be done.

Organize	Arrange people/plan events/put things in order so that they run smoothly.
Delegate	Assign tasks to others to complete.
Assemble Products	Be friendly, patient and polite with customers and try your best to service their needs/wants.
Take Instructions	Can be counted on to do what you said you would do (i.e. show up for work on time, do your job duties well, etc).
Motivate Others	Can carry out many different responsibilities, sometimes with very little advanced notice.
Service Customers	Feel very confident and positive about yourself and your abilities.
Dependable	Follow instructions well, ask questions when you do not fully understand instructions.
Flexible	Help keep others' spirits up and encourage them to do their best.
Self-assured	Put things together with your hands.
Supervise	Watch others to make sure that everything is ok and/or that they are doing their jobs well.

Time Management	Always on time for things.
Trouble-shoot	Always think about how others may feel about things, especially before you say or do things that may affect them.
Handle Complaints	Committed and devoted to things/people that mean a lot to you (i.e. your best friend, your job/supervisor).
Listen	Deal effectively with complaints made by customers or constructive criticism from your employer.
Considerate	Figure out what the problem is, why there is a problem, or prevent a problem before it happens.
Punctual	Listen/pay attention to what others are saying, without daydreaming or forming judgement about them.
Loyal	Make sure that things are done accurately, correctly and exactly.
Precise	Plan your time so that you don't forget to do things, you're almost always/always on time, and you know how to prioritize and give yourself enough time to do the things that you need to do.
Resourceful	Think of new, creative and different ways to do things when there are no obvious solutions available.

### **Personal Skills**

Personal skills are similar to personality traits. These skills describe what you are like as a person and how you would naturally do things. They manifest themselves while you are carrying out the tasks of your workday. Examples of personal skills include punctuality, honesty, reliability and dependability. An interviewer is likely to place a lot of weight on these skills when deciding to hire and will be looking for such traits to emerge during the interview.

### **Work Skills**

Work skills relate specifically to certain types of jobs or job fields. These skills are easily recognizable, however, because they are so specific they are difficult to transfer from job to job. Examples of work skills include the ability to operate a specific machine, knowledge of specific computer programs, and acquiring an AZ driver's licence. Work skills are particularly important when seeking new work or advancement in the same field. Lack of such skills may disqualify you for an entry level position in your chosen career since without the related work skills, you must prove that you have other skills that you can easily transfer to master the job.

### **Transferable Skills**

Transferable skills are those skills which can be easily taken with you (or transferred) from one environment to another. Most people are unaware they have developed useful transferable skills through interests, hobbies and work. Examples of transferable skills include effective communication, problem solving and organizing. They are your greatest asset because employers value their portability.

## CORRIGE

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Alert: Watchful, wide awake, ready to act.

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Competent: Adequately qualified, ability.

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Conscientious: Good moral understanding of right and wrong.

Consistent: Constant to same principles, not changing.

Cooperative: Work well with others.

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Innovative: Make changes, introduction of something new.

Motivated: The inner reason for any act; as, hunger might be the motive for working.

Optimistic: View that good prevails over evil.

Organized: Place things in working order.

Patient: Calm.

People-oriented: Enjoy working/being with people.

Persevering: Steadfast pursuit to an aim, refusal to give up; continued effort.

Practical: Inclined or suited to useful action, rather than speculation.

Productive: Tending to produce.

Realistic: Practical views/policy, truth/detail, presenting people/scenes as they are.

Reliable: Dependable.

Resourceful: Ability to supply what is needed, quick wit.

Responsible: Capable of rational conduct, trustworthy.

Versatile: Turning easily or readily from occupation/job to another, changeable.

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Creativity: Use your imagination to come up with new ideas or to solve problems.

Order Goods/Supplies: Keep track of items and how to order them.

Decision Making: Make good judgements about what to do in a difficult situation, even when the supervisor is not present.

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Explain: Tell others why you do certain things the way you do or why you think the way you do.

Think Ahead: Plan your day and keep problems/accidents from happening.

Calculate Numbers: Use a calculator, cash register or computer to answer numerical questions.

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Supervise: Watch others to make sure that everything is ok and/or that they are doing their jobs well.

Time Management: Plan your time so that you don't forget to do things, you're almost always/always on time, and you know how to prioritize and give yourself enough time to do the things that you need to do.

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Punctual: Always on time for things.

Loyal: Committed and devoted to things/people that mean a lot to you (i.e. your best friend, your job/supervisor).

Precise: Make sure that things are done accurately, correctly and exactly.

Resourceful: Think of new, creative and different ways to do things when there are no obvious solutions available.