

CHATTANOOGA STATE

CAREER SERVICES & COUNSELING CENTER

QUALITY ATTRIBUTES

For each **position you have held**, choose five or six of the attributes listed below that you feel best describe you. Once you have chosen your best attributes, think of examples of how and where you have demonstrated them for inclusion in your resume.

Active	Diplomatic	Inquisitive	Principled
Adaptable	Disciplined	Intuitive	Practical
Articulate	Discrete	Kind	Pragmatic
Alert	Dynamic	Knowledgeable	Productive
Ambitious	Economical	Learn quickly	Progressive
Analytical	Efficient	Logical	Punctual
Assertive	Empathetic	Loyal	Realistic
Astute	Energetic	Mature	Reflective
Attentive to detail	Enterprising	Methodical	Reasonable
Authentic	Enthusiastic	Motivating	Reliable
Bold	Expressive	Objective	Resourceful
Broad-minded	Fair	Observant	Respectful
Calm	Flexible	Open-minded	Responsible
Candid	Forceful	Optimistic	Self-reliant
Caring	Frank	Organized	Self-respecting
Competent	Friendly	Patient	Sense of humor
Competitive	Generous	Perceptive	Sincere
Confident	Gentle	Perform well	Sensitive
Conscientious	Giving	under stress	Serious
Cooperative	Good judgment	Persistent	Spontaneous
Courageous	Helpful	Personable	Skillful
Creative	Honest	Persuasive	Strong
Decisive	Humorous	Pleasant	Systematic
Dependable	Imaginative	Poised	Tactful
Detailed	Independent	Polite	Thrifty
Determined	Industrious	Positive	Tolerant
Dignified	Innovative	Precise	Trustworthy
			Work ethic