

Tell Me about Yourself: Personal Qualities

We all have good personal qualities, but should we talk about them? Many of us learned from our parents and teachers that it is not polite to talk about our best personal qualities. However, in the United States, you must talk about your best personal qualities in a job interview.

1. Read the list below. Talk about the words with your teacher. Check <u>five</u> of your best personal qualities:

I am.....	☐ patient
☐ attentive to details	☐ persistent
☐ careful	☐ punctual
☐ dependable or reliable	☐ responsible
☐ energetic	☐ sensitive to the feelings of others
☐ flexible	
☐ friendly	**I .....**
☐ a good listener	☐ like working with people
☐ good at following instructions	☐ ask questions when I don't understand
☐ a team player	☐ like to learn new things
☐ hardworking	☐ take initiative
☐ honest	☐ work well under pressure
☐ organized	☐ work well independently

2. Write the name of the job that you would like to have. Then choose <u>three</u> of your qualities that <u>match that job well</u>. Fill in the sentence below about yourself.

Example Job: Child-care worker

<u>I am energetic, I like working with people, and I'm a good listener.</u>

Job that I would like to have: _____

I _____, _____,

and _____.

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Tell Me about Yourself: Practice with Personal Qualities

Work with a classmate. Read the employee statements below. Write the personal quality or qualities that match the employee's statement. There may be more than one correct answer. Refer to the list of qualities on the previous page as you work.

1. I don't mind doing different things at work. I can change easily.

   _____

2. I enjoy working with people and I get along with everyone. I'm ready to help my co-workers when they need it.

   _____

3. If I see something that needs to be done, I don't wait for someone to tell me to do it. I do it right away.

   _____

4. I am careful with my work. I check it twice to be sure that everything is complete and correct.

   _____

5. I work well alone, and I am not afraid to make decisions.

   _____

6. I always complete my work, and I'm never late.

   _____

7. I do the most important tasks first, and I keep my things in order so that I can find what I need quickly.

   _____

8. If something is difficult, I ask questions and keep trying until I get it done right.

   _____

9. I am responsible with money and respect company property. I never take anything that isn't mine.

   _____

10. I don't get upset when someone is angry. I stay calm, and I listen.

    _____

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Tell Me about Yourself: Write about Your Personal Qualities

1. Write about yourself. Start with a personal quality. Then write an example from your personal or professional life that shows that you have this quality.

I _____.

For example, _____

_____

Also, I _____.

For example, _____

_____

Finally, I _____.

For example, _____

_____



I am energetic. I like the fast pace of the kitchen. I am also good at following instructions. I can read recipes without help. I also work well under pressure. I stay calm and focused, and I can get the job done right.

2. Practice speaking at a job interview with a classmate or in a small group. Use the sentences you wrote above, and repeat the practice until you don't need to read your paper.

Interviewer: *Tell me about yourself.*

Applicant: _____.
(Talk about your personal qualities.)

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