

# What Can I Say? Traits!

When you are able to describe your personality trait skills in ways that show an employer that you can do the job, your personality traits can get you hired. Most people have more skills than they think. a) The things that you do well; and b) things you do all the time can be the basis of job success. In order to convince an employer that you are the person for the job, you need to define your skills. Having right words to describe your personality trait skills is necessary when you write a resume. What do you say to define your personality trait skills? Here are examples of what you can say on a resume:



## **If this is you . . .**

You keep your promises and do what you say you will do.

You can think of 10 different ways to do something.

You have good study habits and get good grades.

You are a video game expert and know all the right moves.

You practice every day at your favorite sport and make the school team.

You like trying new things.

You care about people, speak the truth with kindness, and are patient.

You are organized. Recently, you rearranged the clothes in your closet by season.

You like playing team sports and planning events or get togethers.

You can handle chaos — your room is a mess, but you find what you want.

You are cool — you're a trendsetter and everyone copies your haircut.

You enjoy talking on the phone. People enjoy talking to you.



## **This is what you say on a resume . . .**

Reliable worker and take commitment seriously.

Positive creative thinker with problem solving skills.

Good work ethic skills. Ability to plan, organize, and complete goals.

Able to see a problem and accurately solve the problem.

Motivated, reliable, and always get the job done.

Enjoy learning. Skills in creating solutions.

Tactful and skilled in human relations. Positive attitude.

Self-starter with strong organizational skills.

Excellent teamwork skills and leadership skills.

Can adjust to changes. Work well under pressure.

Creative and a self-starter with a positive attitude.

Communicate well and enjoy working with people. Skilled in human relations.



**If this is you . . .**

You enjoy listening and talking to students from the many different groups at your school.

You have a love for animals and enjoy feeding and taking care of them.

You like people, are quick-witted and a natural at telling jokes

You get to class on time and have good attendance at school.

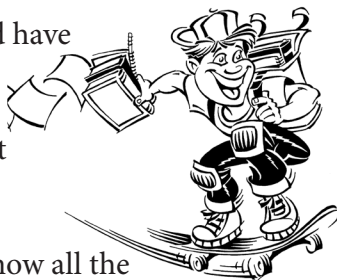
You pull "all nighters" to get assignments done on time.

You are up on music and know all the song titles, artists, and words.

You always keep your school notebooks in order and never lose your homework.

You don't panic in crisis situations when others around you do.

You are now developing skills that will be used in the work world. Having the right words to describe your personality trait skills will come in handy when you are writing a resume, preparing a cover letter, or talking to an employer during an interview. Note: When you are in an interview, add "I" to the statements. For example, change "Good work ethic skills" to "I have good work ethic skills."

**This is what you say on a resume . . .**

Skilled in human relations. Ability to successfully work with different types of people.

Dependable, responsible, and complete tasks on time.

Quick thinker with good communication skills.

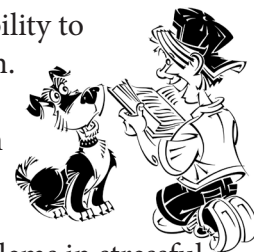
Dependable workers with positive attitude.

Work well under pressure. Always get the job done with a positive attitude.

Learn quickly and accurately. Ability to memorize and recall information.

Ability to create and maintain an organized system.

Can think clearly and solve problems in stressful situations. Meet challenges with a positive attitude.

**QUICK CHECK:**

1. What can happen if you are able to describe your personality traits in ways that show an employer that you can do the job?
2. What 2 things are the basis of job success?
3. What do you need to do to convince an employer that you are the person for the job?
4. If a person can think of 10 different ways to do something, what can he/she say on a resume?
5. If a person cares about people, speaks the truth with kindness, and is patient what can the person say on a resume?
6. If a person's room is a mess, but always finds what is wanted, what can the person say?
7. If a person is good talking on the phone, what can the person say on a resume?
8. If a person enjoys talking to students from different groups at school, what can the person say on a resume?
9. If a person loves animals and enjoys caring for them, what can the person say on a resume?
10. If a person knows all the song titles, artists, and words, what can the person say on a resume?
11. If a person keeps their school notebooks in order, what can the person say on a resume?
12. What 3 times will having the right words to describe your personality traits come in handy?
13. Look at the list of things to say on a resume. Write down 3 statements that you may use to describe your personality traits on a resume.
14. Adjust and rewrite the 3 statements of Question #13 to what you would say to use these statements when talking to an employer during an interview.