

Personal Quality Words for Resumes

■ Adaptable	■ Persevering
■ Attainable	■ Polite
■ Bold	■ Positive
■ Capable	■ Practical
■ Cheerful	■ Problem Solver
■ Competent	■ Punctual
■ Conscientious	■ Reliable
■ Efficient	■ Resourceful
■ Good Listener	■ Respectful
■ Hard Worker	■ Responsible
■ Honest	■ Self-reliant
■ Industrious	■ Sincere
■ Knowledgeable	■ Takes Initiative
■ Leader	■ Teachable
■ Learn Quickly	■ Team player
■ Loyal	■ Thorough
■ Mature	■ Tidy
■ Meets Deadlines	■ Trustworthy
■ Methodical	■ Understanding
■ Motivated	■ Versatile
■ Open-minded	■ Visionary
■ Outgoing	■ Warm
■ Patient	■ Willing to Learn