



THE PERSONALITY TRAITS THAT WILL GET YOU HIRED

At this stage you probably don't have a lot of the industry skills and experience a potential employer is looking for. Don't worry. Employers also look at your personality traits, especially those traits that will benefit the workplace.

Below is a list of personality traits that employers look for and some possible examples of these.

Consider each trait, and try to give an example of how you have displayed such traits at school, in the community or at work. (Don't worry if you can't give examples for all of these, but give it a go.)

Self-motivated: Do you do any volunteering? Have you built your own computer or taken on an extra course of study? Tell us about it!

Your example: _____

Organised: Are you studying, working and looking after younger siblings at the same time? Better still, show how you are doing all of this successfully with your good grades or recommendation from your boss.

Your example: _____

Effective communicator: Are you the editor of the school magazine? Do you write articles for the local paper or contribute to a regular blog?

Are you on the debating team?

Your example: _____

Flexible/adaptable: Describe a time when you have had to be flexible or adapt to a situation. Perhaps you had to change your role and responsibilities at work at very short notice. Or have you recently changed schools and have been forced to change subjects? Hey, it wasn't a problem!

Your example: _____

Confident: Perhaps you have run for student council to make changes to the school ground.

Your example: _____

Resilient: Talk about a time when something hasn't worked out for you, but you didn't give up. Perhaps you were failing maths, but extra tutoring has seen your grades dramatically improve.

Your example: _____

Leadership How have you shown leadership either in or out of school? Have you coached a young team to victory or are you the team leader on your shift at Hungry J's?

Your example: _____

Competitive: Do you hold a swimming record for the interschool sports? Perhaps you have won a state medal for a spelling competition.

Your example: _____

Friendly: Prove this at your interview. Be polite. Listen carefully. Ask appropriate questions. Thank them for the opportunity.

Your example: _____

Creative: Have you played a role in a school or community project, painted a mural or designed and created a community garden? Has something you have created been viewed or used by people?

Your example: _____

Competent: Tell us how you have recently been promoted at your part-time job, or been asked by a teacher or your coach to take on some kind of extra duty.

Your example: _____

Decisive: Think of a time and give an example where you have had to make a quick decision and run with it.

Your example: _____

Problem solver: Prove that you can take on a challenge. Think about a challenge you have faced and what you have done to overcome it. Describe how your problem solving has changed things for the better.

Your example: _____

Collaborator/team-oriented: Show that you work well with other people. Can you give an example where you have worked with other students to complete a project?

Your example: _____

Positive: Do you display a 'can-do' attitude? Display it at your job interview!

Your example: _____

HERE ARE SOME MORE PERSONALITY TRAITS...

Ambitious Autonomous Articulate
Approachable Calm Courteous
Diligent Efficient Energetic
Focussed Industrious Imaginative
Independent Inquisitive Insightful
Optimistic Passionate Perceptive
Practical Productive Punctual
Realistic Relaxed Resourceful
Technological Versatile

Can you think of more?

Give examples from your own life that you could put on your CV.

