|  |  |  |  |
| --- | --- | --- | --- |
|  | **I can…** | **I am…** | **I like…ing** |
| **Communications Skills (listening, verbal, written)** | communicate **well**. | **a** good communicator | communicat**ing** with others |
| **Analytical/Research Skills** | research **well**. | analyt**ical** | researching /analyzing situations |
| **Computer/Technical Literacy** | use computers **well**. | computer literate | work**ing** with technology |
| **Flexibility/Adaptability** | be flexible.  adapt **well**. | flex**ible**  adapt**able** | find**ing** new ways to reach a goal. |
| **Leadership/Management Skills** | manage people **well**  manage projects **well** | **a** good leader | lead**ing** a team |
| **Multicultural Sensitivity/Awareness** | understand other cultures | sensitive to other cultures | work**ing** with people from different cultures |
| **Planning/Organizing** | organize **well** | organized | organiz**ing** events |
| **Problem-Solving/Reasoning/Creativity** | use creativity to solve problems | creative  **a** problem-solver | solv**ing** problems |
| **Teamwork** | work with others | **a** collaborator | work**ing** with others |
| **Honesty/Integrity/Morality** | complete work with integrity | honest | work**ing** with integrity  work**ing** honest**ly** |
| **Dedication/Hard-Working** | work hard. | hard-working. | work**ing** diligent**ly** |
| **Reliability/Responsibility** | work responsib**ly** | reli**able**  respons**ible** | be**ing** responsible. |
| **Positive Attitude/Motivation/Energy/Passion** | keep a positive attitude | energetic  positive | motivat**ing** others |
| **Professionalism** | demonstrate professionalism | professional | worki**ng** professional**ly** |

http://www.quintcareers.com/job\_skills\_values.html