**Positive Attitude**

\_\_\_ cheerful

\_\_\_ upbeat

\_\_\_ “Can Do’ Attitude

\_\_\_ Sense of Humour

**Strong Work Ethic**

\_\_\_ work smart

\_\_\_ Efficient

\_\_\_ On-Time

\_\_\_ Commitment

\_\_\_ Completes Tasks

**Honesty and Integrity**

\_\_\_ Do not lie, cheat, steal

\_\_\_ Give a day’s work for a day’s pay

\_\_\_ Don’t make personal calls

**Punctuality**

\_\_\_ Be on time

-\_\_\_Don’t take long breaks

\_\_\_ return from breaks and lunch on time

**Flexibile and adaptable**

\_\_\_ Ready to make changes

\_\_\_ Adapt quickly, easily

\_\_\_ Cooperative

**Computer Skills**

\_\_\_ keyboarding skills

\_\_\_ Office applications

\_\_\_ multi-media

\_\_\_ Internet

\_\_\_ Web Design

\_\_\_ Graphics

**Strong Communication Skills**

\_\_\_ written

\_\_\_ verbal

\_\_\_ multi-lingual

**Problem Solving Skills**

\_\_\_ Creative

\_\_\_ Open minded

\_\_\_ Practical

\_\_\_ Helpful

**Interpersonal Skills**

\_\_\_ Kind

\_\_\_ Friendly

\_\_\_ Relate to others

\_\_\_ Treat others as you want to be treated

**Team Work Skills**

\_\_\_ Respectful

\_\_\_ Collaborative

\_\_\_ Cooperative

\_\_\_ Sharing

\_\_\_ Contributing

\_\_\_ Accomplishments

\_\_\_ Goal setting

**Initiative, and Motivation**

\_\_\_ Self-starter

\_\_\_ Opposite of lazy

\_\_\_ Self Directed

\_\_\_ Self-Motivated

\_\_\_ Looks for things to do

**Loyalty**

\_\_\_ Speaks well with others

\_\_\_ Positive about organization

\_\_\_ Positive about job

\_\_\_ Keep confidential information confidential