



LOOKING FOR A JOB: STEP BY STEP

LIST YOUR WORK QUALITIES

STEP 3

You will need to know your good work qualities. Everyone has them! Employers will usually ask about yours. Good work qualities are the strengths that you have to offer an employer. They come from your life, past jobs, education, and what you do in your spare time. Even if you have not had a job, you have good work qualities.

You can identify your good work qualities by thinking about the *things you are good at*. You might be good at taking care of children, fixing broken items, or helping others. Write down the things you are good at. They will give you clues to your good work qualities. Then, make a list of your good work qualities.

If you are *GOOD AT* taking care of children...
your GOOD WORK QUALITIES might be:

- FRIENDLY
- RELIABLE
- GOOD SENSE OF HUMOR

If you are *GOOD AT* farm work...
your GOOD WORK QUALITIES might be:

- STRONG
- ABLE TO GET ALONG WITH OTHERS
- HARD WORKING

Add your list of GOOD WORK QUALITIES to your fact sheet. You can be proud of them! You can talk about them with an employer.