



Aptitudes Worksheet

When trying to figure out what kind of work is going to be a good fit, it is important to be aware of one's own natural abilities and strengths. Many of these aptitudes can be used in a variety of jobs.

Which of the following words best describe you? Choose 3-5 words from each area. Then, choose the best 10 descriptors of yourself and list them on the next page.

Relating to Others

- Compatible
- Competent
- Cooperative
- Courteous
- Customer-oriented
- Diplomatic
- Friendly
- Gracious
- Helpful
- Outgoing
- People-oriented
- Personable/pleasant
- Respected
- Supportive
- Tactful
- Team-player
- Trustworthy

Enthusiasm/Drive

- Ambitious
- Assertive
- Competitive
- Diligent
- Dynamic
- Eager
- Energetic
- Enjoys challenges
- Enterprising
- Enthusiastic
- Goal-oriented
- Meets deadlines
- Motivated

- Optimistic
- Profit-oriented

Communication/ Problem Solving

- Analytical
- Articulate
- Decisive
- Discreet
- Empathetic
- Conflict manager
- Good listener
- Imaginative
- Intuitive
- Investigative
- Logical
- Perceptive
- Persuasive
- Problem-solver
- Proven negotiator
- Quick learner
- Trouble shooter

Work Habits

- Able to prioritize
- Accurate
- Constructive
- Dedicated
- Efficient
- Hard-working
- Methodical
- Meticulous
- Persistent
- Productive

- Prompt/punctual
- Professional

Attitude

- Cheerful
- Common sense
- Confident
- Conscientious
- Considerate
- Consistent
- Dependable
- Genuine
- Honest
- Integrity
- Loyal
- Objective
- Positive
- Practical
- Progressive
- Responsible
- Sense of humour
- Sincere

Flexibility

- Adaptable
- Creative
- Flexible
- Resourceful
- Self-starter
- Takes initiative
- Versatile
- Thorough



Aptitudes Worksheet

List ten of your aptitudes that you think will be important in your next career/work position.
Provide an example of a time when you demonstrated that aptitude.

Aptitude	Example

What do these examples tell you about the kind of work you want to do? What aptitudes would you like to improve upon?