

ATTRIBUTES

An attribute or personality trait is a quality or characteristic inherent to a person. Major organizations will have a list of desired personality traits that would best fit into the culture of their company. When employers are asked what they are looking for in an intern or future employee, many will list all or some of the following personality traits. Assess your special attributes and communicate those to your prospective employers.

COMMUNICATION:

Employers want to know if you have the ability to organize your thoughts and ideas effectively and communicate them clearly when speaking and writing. Be able to communicate your ideas and concepts with good grammar in emails, concept briefs, and client presentation and even motivate people without feeling self-conscious!

INTERPERSONAL SKILLS:

The ability to communicate effectively and listen to others and get along with a diverse group of people of different types of personalities and cultural differences. Build productive working relationships based on respect and good rapport for the good of the project without allowing personal issues to take precedence.

INTELLIGENCE:

Employers often use GPA criterion as a way of screening out less desirable job candidates. To some, good grades indicate that the applicant is motivated and goal-oriented. Do you have the ability to understand the job assignment, contribution to the work being done, and are you able to learn quickly?

ENTHUSIASM/ COMMITMENT:

It's not enough just to have the right qualifications-an employer needs to know that you are willing to give 100 percent to a project's success and willing to work in the best interests of the project. Interviewers are impressed by candidates who are alert, responsive, and energetic. Encourages a positive rather than negative viewpoint. Act without prompting, be energetic and inventive and contribute to innovative outcomes.

FLEXIBILITY/ADAPTABILITY:

Employers need to know that the people they hire can expand and change as the company's does--especially in today's rapidly changing economy. Applicants who are receptive to new ideas and concepts are highly valued by employers. Are you capable of changing and being receptive to new situations and ideas?

LEADERSHIP/SUPERVISORY SKILLS:

Even in entry-level positions most employers look for evidence of leadership qualities. Successful companies need self-starters who are not afraid to take responsibility for doing the best job possible. Expose yourself to the difficulty of giving orders, delegating tasks, understanding other people's viewpoints, and resolving differences.

MATURITY:

This is an elusive quality that employers almost always mention in connection with first job hires. Maturity essentially means knowing how to handle oneself in a business situation. Misplaced humorous remarks, giggling at inappropriate moments or being indiscreet about company information are tell-tale signs of immaturity.

DEPENDABILITY:

Can be relied upon to get the job done accurately and meet deadlines. Not sending out projects with misspelled words. Do what you say and not create higher expectations than you can meet.

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HONESTY AND INTEGRITY:

Can be trusted with confidential information and be accountable for actions and decisions. Admits when wrong and maintains the highest standard of personal conduct in performing all duties.