# Personal Skills

1. **Organized:** Likes to plan and keep things tidy.
2. **Creative:** Good at thinking of new ideas.
3. **Reliable/Dependable:** Someone you can trust to do what they say.
4. **Communicative:** Good at talking to people and explaining things.
5. **Problem-solver:** Good at finding solutions to difficulties.
6. **Adaptable/Flexible:** Can change easily to new situations.
7. **Hard-working/Diligent:** Puts a lot of effort into their work.
8. **Patient:** Can wait calmly without getting annoyed.
9. **Team player:** Works well with others.
10. **Motivated:** Has a strong reason to do something; eager.
11. **Punctual:** Always on time.
12. **Detail-oriented:** Pays close attention to small things.