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want will be of particu
- to work calmly and confidently both
> part of a team. I have strong business acumen and
a quick, analytical mind. I possess all the necessary qualities
for a good PA - organisation skills, discretion and intuition;
I have been told I am easy to work with having a
and a good sense of humour.

APPLICANT FOR SENIOR PA POSITION
WITHIN A PRECISION ELECTRONIC
INSTRUMENT COMPANY

PERSONALITY PROFILE

A writer who courteously listens and communicates with everyone, without becoming personally involved. She is apparently very confident in who she is and what she does, and can therefore command the respect and confidence of those with whom she lives and works on a day-to-day basis.

This individual dislikes the unfamiliar - and she is happiest within her own comfort zone - enjoying time for herself and her immediate family and friends on a regular basis. Unafraid to maintain her principles and will not compromise her beliefs or situation by taking the easy route. This could not be guessed by her quiet but sharp sense of humour, and her ability to recognise very quickly the strengths and weaknesses of the people she meets.

A writer who needs to be secure both in her personal relationships and materially. She is careful - but not mean financially - but most generous hearted to those who earn her respect and/or affection and to those much less fortunate than herself. Conversely, she is uncertain within herself as to who she is and what she wants - and will therefore break off relationships without warning, and most unlikely to build bridges to repair the hurt and damage that this has caused. Consequently she is rather lonely and is not nearly as confident and content within herself as she appears. Therefore she is rather a complex individual, who is very difficult to get to know - and often people feel that she is so self-sufficient that their support and friendship is not really valued.

A bright and intelligent writer, but one who has not developed her potential or explored many subjects or developed many interests other than those that will secure her future materially and personally. She is a good housekeeper and probably everything that she tackles in this area is done to perfection. Every opportunity to improve and enhance her personal persona and situation will be grasped - and put to 'good' use.

INTELLECT

An intelligent, competent writer one with the ability to use her knowledge and skills in a practical and concise manner. She is very observant and very little ever escapes her notice and the information and knowledge gained will be carefully compartmentalised and stored for future reference or use. A writer who prefers to concentrate on the known, factual and useful skills and knowledge - and dissects and notes every new concept or product in order to utilise or discard it prudently. A good memory for facts, figures and people - and has precise and accurate recall.

WORKING QUALITIES

A competent, organised and 'discreet' writer. She makes careful preparation and will organise herself and others in a constructive and efficient manner.

Capable of expressing herself concisely and without emotion - she is very critical and astute in her evaluation of colleagues and associates, with whom she has an easy, but professional rapport. She keeps all her working relationships at 'arms length' but knows exactly where her loyalty and supportive behaviour should lie.

Nothing escapes this writer's notice and this awareness is enhanced by her astute understanding and also intuitive abilities - especially when dealing with 'people situations'. Her ability to communicate both information and directives in a cool, but authoritative manner is good, so also is her confidence and directness in approach should she feel it necessary to demonstrate her displeasure or concern regarding certain behaviour or situations that do not meet muster.

The writer is a master at 'disappearing into the woodwork' to ascertain exactly what is happening and where - and using this knowledge to the benefit of the organisation as a whole, or her own position if, and when, she feels this to be necessary.

Character traits

dominant

independent
confident / courteous
observant
articulate
critical
constructive
reserved
good organisational skills
quick thinking / intuitive
materialistic
good understanding of facts and figures

counter dominant

self-protective
lacking in self-belief
watchful
biting
calculating
pragmatic
discreet

expedient / streetwise
grasping
factual

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