Leadership is a good quality to have. Effective leadership is very valuable and will no doubt help get you a job. It is something employers look for and something you should focus on in an interview. There are 7 qualities of a good leader. First, a good leader must be trustworthy and have exemplary character. He or she must be able to “walk the talk.” Second, a good leader is enthusiastic about their cause and is very passionate. Third, a good leader is confident. Fourth, a leader must have a plan. A leader must function in an orderly and purposeful manner in situations of uncertainty. Fifth, a good leader must be able to keep a cool head through emotions, storms, and crisis. Sixth, a good leader is able to think analytically. Seventh, a good leader does not settle for second best.

**Summarize the above passage using abbreviations and symbols using no more than 200 words.**

7 traits of leadership- emph. in interview 2 get jobs. Valuable.

* Trustworthy
* Confident
* Plan good
* Orderly
* Keep cool head through emotions
* Analytical think
* Not second best