

**Table 6.2 Desirable Qualities in Job Applicants and Related Action Verbs
From Wegenek and Buskist's [Insider's Guide to the Psychology Major](#)**

Desirable Quality	Related Action Verbs
Public Speaking	Briefed, communicated, informed, lectured, persuaded, presented, proposed, showed
Communication – interpersonal and written	Advised, assembled, briefed, clarified, communicated, composed, condensed, constructed, counseled, demonstrated, directed, documented, drafted, edited, facilitated, illustrated, informed, interpreted, negotiated, persuaded, presented, proposed, prepared, qualified, reviewed, revised, resolved, simplified
Writing (reports and proposals)	Briefed, clarified, compiled, defined, generated, informed, interpreted, maintained, modified, summarized, submitted, synthesized, translated, verified, wrote
Statistics, mathematical reasoning, and computer skills	Analyzed, balanced, budgeted, calculated, classified, compared, computed, estimated, evaluated, examined, formulated, financed, gathered, integrated, interpreted, measured, mapped, observed, obtained, predicted, processed, projected, quantified, questioned, recorded, reinforced, researched, studied, summarized, tabulated, tested
Teamwork skills	Assisted, collaborated, counseled, empowered, encouraged, enforced, facilitated, guided, helped, instructed, motivated, participated, oversaw, represented, resolved, reinforced, served, supported
Motivation	Achieved, acted, administered, applied, assembled, attained, built, completed, conducted, constructed, coordinated, created, demonstrated, earned, improved, introduced, invented, met, realized, received, repaired, solved, undertook, spearheaded, utilized
Ability to think independently and make decisions	Administered, allocated, assessed, averted, classified, conceptualized, consolidated, controlled, decided, defined, determined, developed, devised, diagnosed, eliminated, identified, implemented, initiated, innovated, installed, realized, performed, proposed, questioned, produced, questioned, repaired, verified
Organizational skills	Arranged, collected, coordinated, identified, improved, maintained, organized, planned, organized, streamlined, synthesized, systematized, simplified
Leadership skills	Empowered, encouraged, advised, coached, conducted, counseled, controlled, coordinated, directed, guided, handled, headed, instituted, led, managed, motivated, monitored, oversaw, planned, realized, showed, supervised, taught, trained, undertook, served, staffed, supported