

What Employers Want!

Top 10 Qualities Employers Seek

1. Communication skills (verbal and written)
2. Honesty and Integrity
3. Teamwork skills (work well with others)
4. Interpersonal skills (relates well to others)
5. Motivation and initiative
6. Strong work ethic
7. Analytical skills
8. Flexibility and adaptability
9. Computer skills
10. Self-confidence

New Hire Skills

1. Interpersonal
2. Teamwork
3. Verbal communication
4. Analytical
5. Computer
6. Written communication
7. Leadership

Action Words - Describe your experience & accomplishments

- | | | |
|------------------------------------|-----------------------------------|-----------------------------------|
| <input type="radio"/> achieved | <input type="radio"/> drafted | <input type="radio"/> originated |
| <input type="radio"/> acquired | <input type="radio"/> edited | <input type="radio"/> oversaw |
| <input type="radio"/> adapted | <input type="radio"/> eliminated | <input type="radio"/> performed |
| <input type="radio"/> addressed | <input type="radio"/> enforced | <input type="radio"/> planned |
| <input type="radio"/> administered | <input type="radio"/> established | <input type="radio"/> prevented |
| <input type="radio"/> analyzed | <input type="radio"/> evaluated | <input type="radio"/> produced |
| <input type="radio"/> anticipated | <input type="radio"/> expanded | <input type="radio"/> programmed |
| <input type="radio"/> assembled | <input type="radio"/> explained | <input type="radio"/> promoted |
| <input type="radio"/> assisted | <input type="radio"/> forecasted | <input type="radio"/> provided |
| <input type="radio"/> audited | <input type="radio"/> formed | <input type="radio"/> publicized |
| <input type="radio"/> budgeted | <input type="radio"/> founded | <input type="radio"/> published |
| <input type="radio"/> calculated | <input type="radio"/> generated | <input type="radio"/> recruited |
| <input type="radio"/> centralized | <input type="radio"/> guided | <input type="radio"/> reorganized |
| <input type="radio"/> changed | <input type="radio"/> hired | <input type="radio"/> reported |
| <input type="radio"/> collaborated | <input type="radio"/> implemented | <input type="radio"/> researched |
| <input type="radio"/> composed | <input type="radio"/> improved | <input type="radio"/> resolved |
| <input type="radio"/> condensed | <input type="radio"/> informed | <input type="radio"/> reviewed |
| <input type="radio"/> conducted | <input type="radio"/> insured | <input type="radio"/> selected |
| <input type="radio"/> constructed | <input type="radio"/> interpreted | <input type="radio"/> separated |
| <input type="radio"/> contracted | <input type="radio"/> interviewed | <input type="radio"/> set up |
| <input type="radio"/> converted | <input type="radio"/> launched | <input type="radio"/> simplified |
| <input type="radio"/> coordinated | <input type="radio"/> maintained | <input type="radio"/> solved |
| <input type="radio"/> created | <input type="radio"/> managed | <input type="radio"/> surveyed |
| <input type="radio"/> cultivated | <input type="radio"/> marketed | <input type="radio"/> staffed |
| <input type="radio"/> demonstrated | <input type="radio"/> minimized | <input type="radio"/> supervise |
| <input type="radio"/> designed | <input type="radio"/> motivated | <input type="radio"/> taught |
| <input type="radio"/> developed | <input type="radio"/> negotiated | <input type="radio"/> tested |
| <input type="radio"/> devised | <input type="radio"/> obtained | <input type="radio"/> trained |
| <input type="radio"/> discovered | <input type="radio"/> operated | <input type="radio"/> used |
| <input type="radio"/> doubled | <input type="radio"/> organized | |