

Here is a list of words that will help you generate your skill set list. These will also be very helpful in writing your resumes and cover letters. Look through this list and identify the verbs that match activities where you have had experience and could repeat as necessary. Next, identify the object that should accompany that verb, such as operated a forklift in a warehouse setting.

|                                                             |                                                       |                                                      |
|-------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
|                                                             | Coached (teams, students, athletes)                   | Designed (data systems, greeting cards)              |
| Adapted (teaching styles, special tools)                    | Collected (money, survey information, data, samples)  | Directed (administrative staff, theatre productions) |
| Administered (programs)                                     | Compiled (statistics, survey data)                    | Dispensed (medication, information)                  |
| Analyzed (data, blueprints, schematics, policies)           | Confronted (people, difficult issues)                 | Displayed (results, products, artifacts)             |
| Appraised (services, values)                                | Constructed (buildings, bridges)                      | Distributed (products, mail)                         |
| Arranged (meetings, events)                                 | Consulted (on new designs, investment strategy)       | Dramatized (ideas, problems, plays)                  |
| Assembled (automobiles, computers, computers)               | Coordinated (events, work schedules)                  | Edited (publications, videos, film)                  |
| Audited (financial records, accounts payable or receivable) | Corresponded (with other departments, colleagues)     | Entertained (people)                                 |
| Budgeted (expenses)                                         | Counseled (students, peers, job-seekers)              | Established (objectives, guidelines, policies)       |
| Calculated (numerical data, annual costs, mileage)          | Created (new programs, artwork, internet sites)       | Estimated (physical space, costs, staffing needs)    |
| Cataloged (books, publications, collections)                | Cut (diamonds, concrete, fabric, tile, glass, lumber) | Evaluated (programs, instructors, peers, students)   |
| Checked (accuracy, others' work)                            | Decided (which equipment to buy, priorities)          | Exhibited (plans, public displays, evidence)         |
| Classified (documents, plants, animals)                     | Delegated (authority)                                 | Expressed (interest in development projects)         |
| Cleaned (houses, auto parts)                                |                                                       |                                                      |

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| Facilitated (multimedia exhibit, conflict resolution)       | Interviewed (people, new employees)                         | Monitored (progress of others, water flow, electric usage) |
| Found (missing persons, appropriate housing)                | Invented (new ideas, machine parts)                         | Motivated (workers, trainees)                              |
| Framed (houses, pictures)                                   | Investigated (problems, violations, fraud)                  | Negotiated (contracts, sales, labor disputes)              |
| Generated (interest, support)                               | Landscaped (gardens, public parks, indoor gardens)          | Operated (equipment, hydraulic lifts, phone system)        |
| Grew (plants, vegetables, flowers)                          | Led (foreign tours, campus tours)                           | Organized (tasks, library books, data bases)               |
| Handled (detailed work, data, evidence, complaints, toxins) | Listened (to others, to conference calls)                   | Painted (houses, cars, aircraft, interiors)                |
| Hosted (panel discussions, social functions, meetings)      | Located (missing information, facilities)                   | Patrolled (runways, public places, property buildings)     |
| Implemented (registration system, new programs)             | Maintained (transportation fleet, aircraft, diesel engines) | Persuaded (others, customers)                              |
| Improved (maintenance schedule, systems)                    | Managed (an organization, a mail room, a retail store)      | Planned (agendas, design layouts)                          |
| Initiated (production, changes, improvements)               | Measured (boundaries, property lines, bridge clearance)     | Predicted (future needs)                                   |
| Inspected (physical objects, repairs, electrical work)      | Mediated (between people, civil settlements)                | Prepared (reports, meals, presentations)                   |
| Installed (software, bathrooms, lighting fixtures, parts)   | Met (with dignitaries, public, community groups)            | Presented (major selling points, new products)             |
| Interpreted (languages, new laws, schematics, codes)        |                                                             | Printed (books, reports, posters)                          |

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| Processed (human interactions, materials)                     | Repaired (mechanical devices, exhaust systems)    | Televised (conferences, training, events, shows) |
| Programmed (computers)                                        | Reported (findings, monthly activity)             | Tested (new designs, employees, students)        |
| Promoted (events, new products, new technology)               | Researched (library documents, cancer, diseases)  | Updated (files)                                  |
| Proofread (news, reports, training materials)                 | Renewed (programs, contracts, insurance policies) | Verified (reports, identity)                     |
| Protected (property, people)                                  | Revised (materials)                               | Volunteered (services, time)                     |
| Published (reports, books, software)                          | Scheduled (events, appointments)                  | Wrote (reports, policies, bills of sale)         |
| Purchased (equipment, supplies, services)                     | Served (individuals, meals)                       | Weighed (trucks, patients, precious metals)      |
| Questioned (people, survey participants, suspects, witnesses) | Sewed (clothing, upholstery)                      | Welded (door frames, alloys)                     |
| Raised (performance standards, animals)                       | Signed (for the hearing impaired)                 | X-rayed (limbs, stressed equipment)              |
| Read (reports, blueprints, news releases)                     | Sketched (charts and diagrams)                    |                                                  |
| Recorded (data, sales totals, music, videos)                  | Sold (advertising space, vehicles, real estate)   |                                                  |
| Recruited (people for hire, new customers)                    | Spoke (in public)                                 |                                                  |
|                                                               | Supervised (others)                               |                                                  |
|                                                               | Tailored (clothing, services)                     |                                                  |
| Rehabilitated (people, old buildings)                         | Taught (classes, skills)                          |                                                  |