

The following verbs can be used to help you describe your skills and experience.

| People | | | Things | | | Ideas | | |
|--------------|----------------|-------------|-------------|--------------|------------|-------------|-------------|-------------|
| Activated | Chaired | Directed | Built | Evaluated | Improved | Adapted | Illustrated | Organized |
| Adjusted | Coached | Distributed | Calculated | Expanded | Increased | Analyzed | Initiated | Processed |
| Administered | Conceptualized | Effectuated | Compiled | Expedited | Indexed | Coordinated | Innovated | Proposed |
| Advertised | Conciliated | Explained | Completed | Facilitated | Informed | Created | Interviewed | Publicized |
| Analyzed | Conducted | Managed | Constructed | Familiarized | Inspected | Defined | Invested | Recommended |
| Arranged | Contracted | Motivated | Created | Formulated | Installed | Devised | Maintained | Recorded |
| Assembled | Coordinated | Organized | Designed | Generated | Prepared | Educated | Modified | Recruited |
| Assisted | Delegated | Programmed | Drafted | Guided | Programmed | Established | Monitored | Surveyed |
| Calculated | Demonstrated | Supervised | Edited | Hired | Revised | Executed | Negotiated | Synthesized |
| Catalogued | Devised | Taught | Established | Identified | Specified | Explained | Obtained | Transmitted |

Source: U.S. Department of Labor—Veterans' Employment and Training Service—Transition Assistance Program Information. Web. 18 July 2012.
<http://www.dol.gov/vets/programs/tap/main.htm>