

Power Words

Advised	Forecast
Analyzed	Gained
Applied	Gathered
Arranged	Guided
Assembled	Helped
Attained	Informed
Audited	Improved
Automated	Installed
Awarded	Introduced
Budgeted	Invented
Built	Issued
Calculated	Lectured
Catalogued	Lobbied
Catered	Marketed
Centralized	Mastered
Chaired	Mentored
Classified	Moderated
Collaborated	Motivated
Collected	Operated
Compiled	Organized
Completed	Partnered
Contributed	Performed
Convinced	Planned
Coordinated	Prepared
Critiqued	Processed
Delegated	Raised
Developed	Reorganized
Directed	Reported
Discovered	Researched
Documented	Scheduled
Drafted	Searched
Edited	Sold
Elected	Spoke About
Encouraged	Started
Enforced	Supervised
Enlisted	Supported
Evaluated	Taught
Examined	Tested
Exceeded	Tracked
Executed	Treated
Expanded	Tutored
Facilitated	Wrote

Translating Skills and Experiences

Your life experiences and skills can be translated into real-world job skills. Sometimes this takes thinking about your experiences from a different angle. Below are some examples of real-life experiences and how they can be translated into job skills.

Do you watch younger siblings or babysit?	⇒	You are responsible with good management skills.
Do you do volunteer work in your community?	⇒	You are conscientious with a strong sense of community.
Do you behave in a way which sets a good example for younger people and friends?	⇒	You have good leadership skills and exhibit good judgement.
Do you like to play team sports?	⇒	You are a team player and you work well with others.
Do friends know they can confide in you and their secrets will be kept confidential?	⇒	You are reliable and have good listening skills.

Try writing some job skills from your real life experiences:

Experience/Skill

Translated into Job Skill

Laying Out Your Resume

Objective Statement _____

(Dates)

(Description of experience, skills, accomplishments, talents)
