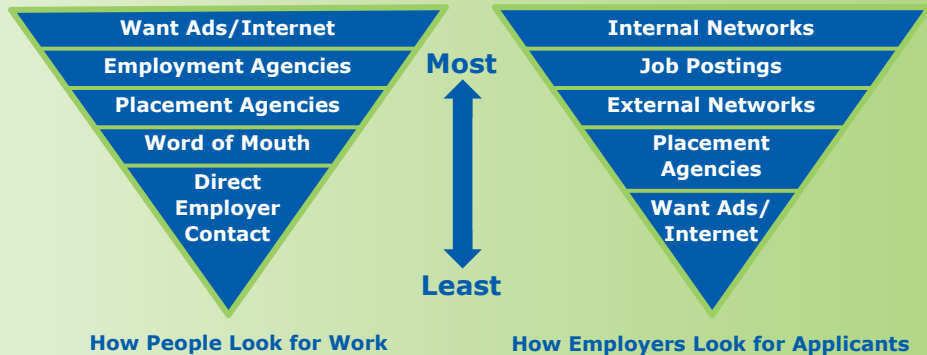


Compare How Employers Look for Applicants with How People Look for Work



The Problem: Most job-seekers spend their time checking and responding to want ads, yet employers hire the least number of people through want ads.

The Solution: Identify companies you want to work for, try to get informational interviews, ask for a job, leave a resume, fill out the job application, check back periodically. Show enthusiasm but do not be a pest.

*career*tech

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

People

Activated	Chaired	Directed
Adjusted	Coached	Distributed
Administered	Conceptualized	Effected
Advertised	Conciliated	Explained
Analyzed	Conducted	Managed
Arranged	Contracted	Motivated
Assembled	Coordinated	Organized
Assisted	Delegated	Programmed
Calculated	Demonstrated	Supervised
Catalogued	Devised	Taught

Things

Built	Evaluated	Improved
Calculated	Expanded	Increased
Compiled	Expedited	Indexed
Completed	Facilitated	Informed
Constructed	Familiarized	Inspected
Created	Formulated	Installed
Designed	Generated	Prepared
Drafted	Guided	Programmed
Edited	Hired	Revised
Established	Identified	Specified

Ideas

Adapted	Illustrated	Organized
Analyzed	Initiated	Processed
Coordinated	Innovated	Proposed
Created	Interviewed	Publicized
Defined	Invested	Recommended
Devised	Maintained	Recorded
Educated	Modified	Recruited
Established	Monitored	Surveyed
Executed	Negotiated	Synthesized
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>*