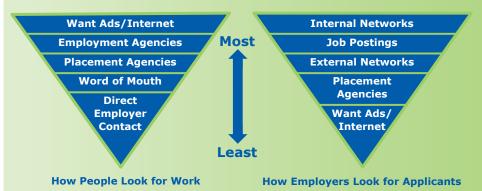
Compare How Employers Look for Applicants with How People Look for Work



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.



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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	Effected	Compiled	Expedited	Indexed	Coordinated	Innovated	Proposed
Advertised	Conciliated	Explained	Completed	Facilitated	Informed	Created	Interviewed	Publicized
Analyzed	Conducted	Managed	Constructed	Familiarized	Inspected	Defined	Invested	Recommend
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