

What do verbs have to do with job skills?

Easy. They're just words that describe actions and actions describe your skills.

It's really important to be able to recognize and talk about your skills. Employers want to know what you are capable of. Recognizing your strengths and abilities, **AND** being able to talk about them demonstrates confidence in your self. Verbs are used in resumes, cover letters, and during interviews to explain what you have done, or what you can do.

Discover your own skills by completing the following worksheet.

Directions:

A. ACTION WORDS WORKSHEET

Notice the examples of actions done. Fill in each space with your own completed action/or skill. Take some time to think of other examples skills you have. Some words are interchangeable. This is just an activity to get you to think about (and be able to talk about) yourself in a positive light.

B. IDENTIFY YOUR STRENGTHS WORKSHEET

Read through the list of action words. These are words that describe work ethics, values, and skills. In the box labeled **YOU**, put an **X** by the ones that really apply to you and an **O** by the ones that sort of describe you. If they aren't you at all, leave it blank. It's important that you recognize your strengths and challenges. Toot your horn about your strengths and work on improving on your challenges. (This is a lifetime process; even your teachers are working on this.) If you tend to be late everywhere you go, you might want to work on leaving earlier. If you tend to mumble or not speak clearly, work on better communication skills. These are valid and real skills that employers are looking for.



Action Words

Action words are used to describe what you can do or have done. It is important to be able to talk about what you are capable of. Employers will often want to know what you are good at. Here's a chance to identify your own positive actions.

Action	Example		
Advised	on a student council	Advised	_____
Completed	a CPR training	Completed	_____
Maintained	a record	Maintained	_____
Presented	topics on parenting to peers	Presented	_____
Assembled	lawnmower engine	Assembled	_____
Explored	career options	Explored	_____
Organized	meetings	Organized	_____
Wrote	a report	Wrote	_____
Solved	problems	Solved	_____
Provided	support	Provided	_____
Helped	the supervisor	Helped	_____
Assisted	my neighbor	Assisted	_____
Met	deadlines	Met	_____
Guided	hikes	Guided	_____
Coordinated	fundraiser	Coordinated	_____
Provided	childcare	Provided	_____
Produced	a brochure	Produced	_____
Maintained	high grades	Maintained	_____
Formed	a dance group	Formed	_____
Encouraged	peers	Encouraged	_____
Improved	trainings	Improved	_____
Trained	puppies	Trained	_____
Arranged	displays	Arranged	_____
Handled	animals	Handled	_____
Introduced	mediation in school	Introduced	_____
Promoted	safe sex practices	Promoted	_____
Prepared	meals	Prepared	_____
Planned	events	Planned	_____
Made	posters	Made	_____
Staffed	the teen hotline	Staffed	_____
Created	charts	Created	_____
Generated	handouts on healthy eating	Generated	_____

Identify Your Strengths

Verb	Definition or Example	You
Accepting	Able to accept . . . direction, responsibility, feedback, etc	
Able to multitask	Ability to do more than one thing at a time	
Attention to detail	Able to really notice the small things; proofreading,	
Capable	Having the ability	
Competitive	Eager to win or do a good job	
Computer competent	Feels comfortable using a computer; familiar with simple programs	
Creative	Imaginative, original	
Computer literate	Understands computer programs, comfortable using computers	
Clear communicator	Able to be understood by others	
Cooperative	Able to work with others; able to work towards a common goal	
Decisive	Able to make decisions	
Dependable	Can be counted on	
Efficient	Can do things quickly <i>and</i> thoroughly.	
Effective	Does things well	
Expressive	Able to express yourself	
Flexible	Able to switch gears, not rigid,	
Has initiative	Able to <i>start</i> things	
Honest	Tells the truth, acts with honorable intentions	
Inclusive	Able to include others, comprehensive	
Intuitive	Has a good internal sense of things	
Knowledgeable	Is well learned in something. Ex. Knowledgeable of car mechanics	
Motivated	Want to do things, has internal drive	
Negotiable	Able to meet at a middle ground	
Neat	Organized and orderly	
Open	Approachable and easygoing	
Organized	Efficient in keeping order	
Punctual	Arrives on time, completes task on time, timely	
Productive	Gets work done and done well	
Persuasive	Able to convince others, believable	
Persistent	Continues to do, doesn't give up easily	
Responsible	Trustworthy and dependable	
Responsive	Able to respond quickly, doesn't ignore things	
Reasonable	Sensible and levelheaded	
Talented	Gifted and artistic	
Tolerant	Able to accept –differences, challenges, etc	