

Job Skills Vocabulary

Communication - Do you have the ability to talk to other people?

Communicate direction	Follow
Proofread directions	Give
Interview	Mediate
Listen	Coach
Translate	Facilitate
Advise Communication	Written

Verbal Communication

Communication Action Sentences

Setence in an Interview or Cover Letter:

I communicated well with team. I gave direction to my co-workers. I was a manager at my company and I gave weekly work assignments to my team and I encouraged them to reach their goals.

I gave advice to my team. At my former company, I was an IT Help Desk Assistant and I helped the company staff solve their computer problems with tech support and advice.

Resume and Application:

Communicate goals and incentives to my team as manager

Give direction to my co-workers

Advise an IT team

VERB: present or past tense

Interpersonal Skills - Do you have the ability to be kind/friendly to other people?

Act as liaison	Adapt
Mediate Service	Work in Customer
Meet the Public	Advice
Negotiate speak	publicly
Persuade others	Assist
Interact with other people	Collaborate

Interpersonal Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Motivation - What makes you want to work?

Analyze

Create

Diagnose

Evaluate

Facilitate

Forecast

Generate ideas

Implement

Influence

Initiate

Investigate

Motivation Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Initiative - Do you start work without your boss telling you to start to work?

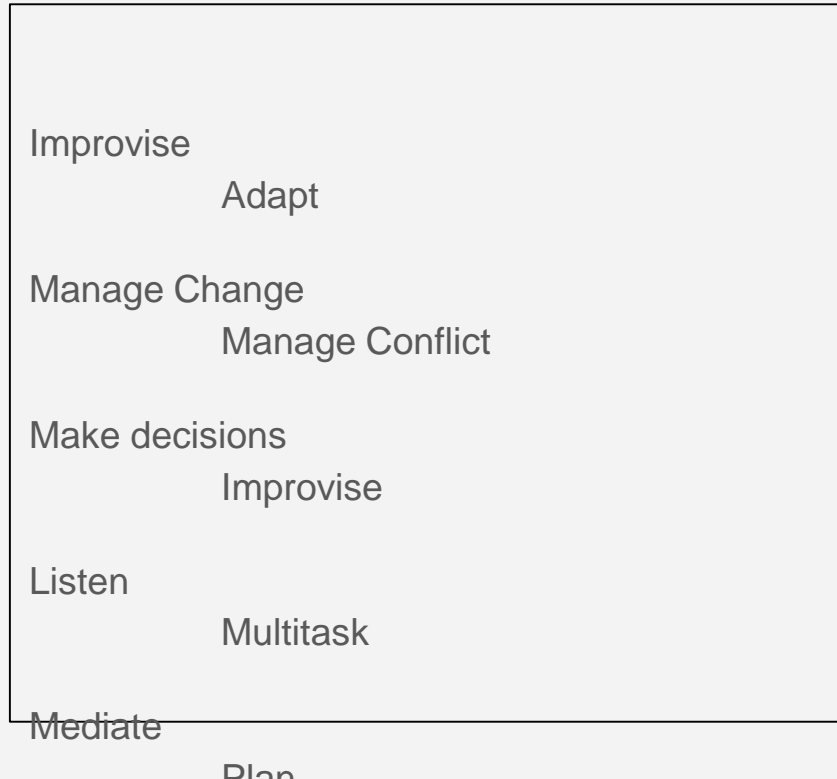
Administrator	Initiate
Create	Interact with
Design	Investigate
Diagnose	Forecast
Generate Ideas	Research

Initiative Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Stress Management - Can you complete a lot of work without getting angry/frustrated?



Stress Management Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Problem Solving/Analytical Skills - Do you think organized/logical ideas?

Analyze	Appraise
Audit	
Budget	
Calculate	Categorize
Compile	Compute
Monitor	Observe
Solve Problems	Troubleshoot
Utilize	Evaluate

Problem Solving/Analytical Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Decision Making - Can you make good choices?



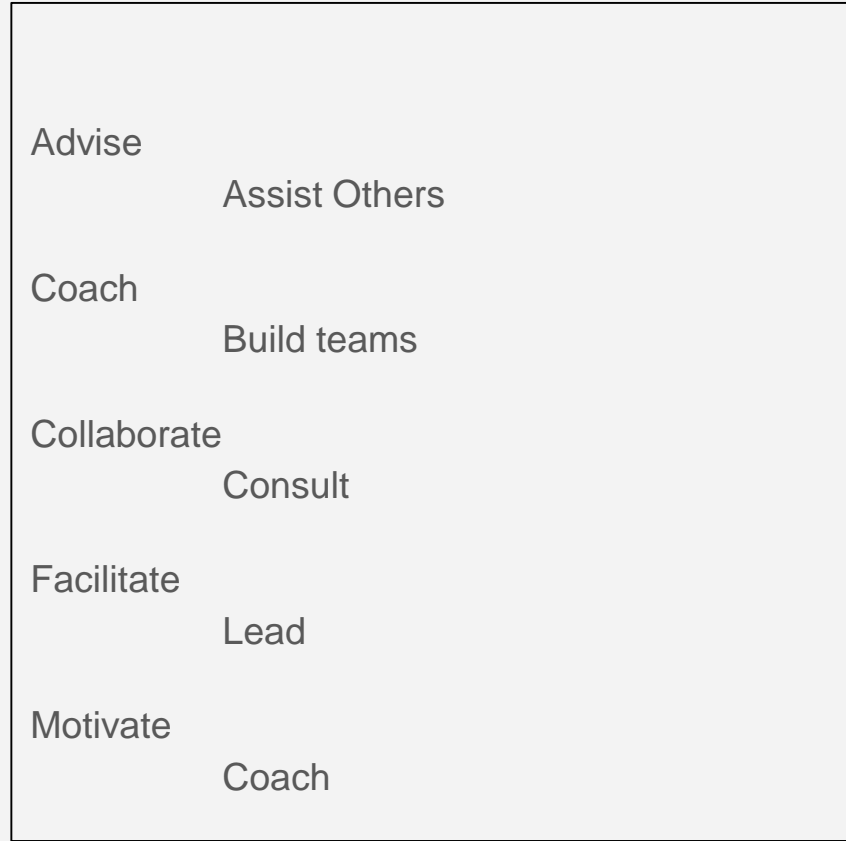
Implement

Decision Making Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Teamwork - Can you complete a task with other people?



Team Work Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application:

Time Management/Organization - Do you have a good system for completing work?

Categorize

Proofread

Coordinate
verb)

Detail oriented (not

Follow Through

Record

Keep Record

Manage time

Maintain Schedules

Update

Multitask

Time Management Action Sentences

Setence in an Interview or Cover Letter:

Resume and Application: