Communication Skills:
- Addressed
- Arbitrated
- Arranged
- Adhered
- Collaborated
- Corresponded
- Directed
- Drafted
- Edited
- Enlisted
- Formulated
- Influenced
- Lectured
- Mediated
- Moderated
- Negotiated
- Persuaded
- Promoted
- Proposed
- Publicized
- Reconciled
- Recruited
- Spoke
- Wrote

Detail Skills:
- Approved
- Arranged
- Catalogued
- Classified
- Compiled
- Dispatched
- Executed
- Filed
- Generated
- Implemented
- Monitored
- Operated
- Ordered
- Prepared
- Processed
- Purchased
- Recorded
- Retrieved
- Screened
- Simplified
- Specified
- Tabulated
- Validated

Financial Skills:
- Allocated
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Forecasted
- Managed
- Marketed
- Projected
- Researched

Management Skills:
- Administered
- Analyzed
- Assigned
- Chaired
- Consolidated
- Contracted
- Coordinating
- Delegated
- Developed
- Directed
- Evaluated
- Led
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reorganized
- Revamped
- Reviewed
- Scheduled
- Supervised

Research Skills:
- Analyzed
- Clarified
- Collected
- Critiqued
- Diagnosed
- Discovered
- Elucidated
- Examined
- Extracted
- Identified
- Inspected
- Interpreted

Teaching Skills:
- Adapted
- Advised
- Coached
- Communicated
- Conducted
- Coordinated
- Enabled
- Encouraged
- Explained
- Facilitated
- Guided
- Informed
- Lectured
- Persuaded
- Presented
- Set Goals
- Stimulated
- Taught
- Trained
- Counseled
- Demonstrated
- Educated
- Familiarized
- Guided
- Informed
- Taught
- Trained
- Provided
- Participated
- Supported

Helping Skills:
- Assessed
- Assisted
- Coached
- Counseled
- Demonstrated
- Educated
- Familiarized
- Guided
- Inspired
- Motivated

Interviewed
- Investigated
- Summarized
- Surveyed
- Systematized
- Translated

Technical Skills:
- Assembled
- Built
- Calculated
- Computerized
- Designed
- Devised
- Engineered
- Fabricated
- Maintained
- Operated
- Pinpointed
- Programmed
- Remodeled
- Repaired
- Solved

More Verbs:
- Adjusted
- Contributed
- Expedited
- Governed
- Innovated
- Learned
- Minimized
- Proposed
- Rendered
- Served
- Traveled

updated July 2016
Assessing Your Skills

Think of two activities you are currently doing or have participated in the past that involve(d) a great deal of energy and focus.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TASKS</th>
<th>LIKES</th>
<th>DISLIKES</th>
<th>SKILLS</th>
</tr>
</thead>
</table>
| Ex. Ropes Director | • Ensure the safety of staff and campers
               • Teach campers and staff safety rules, belaying techniques, and use of the harness
               • Motivate campers on ropes course to help challenge them and help them overcome their fears
               • Create lesson plans for low ropes activities | • Really enjoyed helping campers and staff get past fears and move on to the next step
               • Really enjoyed being in charge of own area and being in control | • Teaching low ropes to younger campers because they do not understand the concept of team building | • Leadership
               • Open to new ideas
               • Patience
               • Self-confidence
               • Organization |

Evaluate your skills from this exercise. Remember, skills are those things that you do well, usually resulting from experience. Most of the skills you have listed are transferable skills. Transferable skills are those skills that you can use in any career or field regardless of where you have development them. Adapted from Charting Your Career Path Indiana University