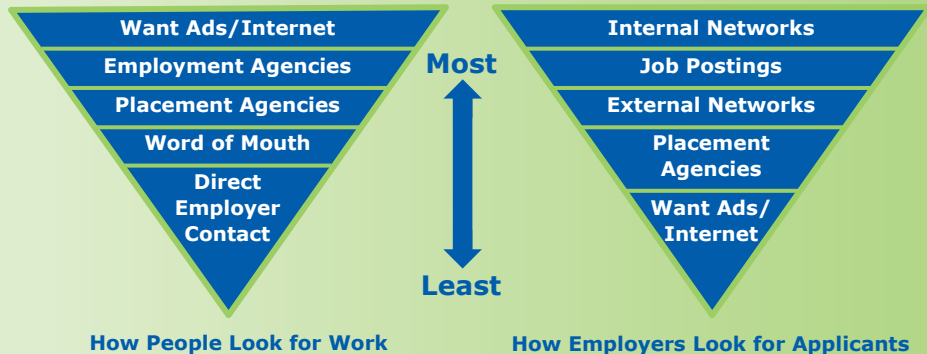


# Compare How Employers Look for Applicants with How People Look for Work



**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>*