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| **Managing**  | **Technical** (a job where you built, designed or operated something-maybe working at a computer or with machines) | **Clerical** (a job where you worked in an office setting, like a secretary or office assistant) | **Communicating** |
| AccomplishedAnalyzedAttained ConductedConsolidated ContactedCoordinatedDevelopedDirectedEstablished EvaluatedExceededHeadedImprovedIncreasedInitiatedOrganizedOversawPlannedPrioritizedProducedScheduledStrengthenedTrimmed | AssembledBuiltCalculatedComputedConfiguredDesignedDeterminedDevisedEliminatedEnhancedFabricatedInstalledMaintainedOperatedOverhauledProgrammedReducedRefinedRemodeledRepairedRetrievedSolvedTrainedUpgraded | ApprovedArrangedCataloguedClassifiedCollectedComparedCompiledCompletedDistributedEnlargedImplementedInspectedMonitoredOperated OrganizedPreparedProcessedRecordedRetrievedScreenedSpecifiedSortedTabulatedValidated  | AddressedArrangedConvincedCorrespondedDevelopedDirectedDraftedEditedEnlistedInfluencedInterpretedNegotiatedParticipated PersuadedPresentedPromotedProposedRelatedSecuredSoldSpokeTranslatedWrote  |
| **Researching** | **Teaching** | **Helping** | **Creating** |
| CollectedConsultedEvaluatedExaminedExperimentedIdentified InspectedInterpreted InterviewedInvestigated ObtainedReviewedSearchedSummarizedSurveyed  | AdvisedClarifiedCoachedCommunicatedCoordinatedCorrectedDevelopedEnabledEncouragedEvaluatedExplainedGuidedInformedInitiated Instructed PersuadedSet goals Trained  | AssistedClarifiedCoachedCounseled DemonstratedEducatedGuidedMotivatedReferredSupported | ActedConceivedCreatedCustomizedDesignedDevelopedEstablishedFashioned IllustratedImprovedInitiated IntroducedInventedOriginated PerformedRedesignedReshapedRevitalizedShaped  |