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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** |
| Accomplished  Analyzed  Attained  Conducted  Consolidated  Contacted  Coordinated  Developed  Directed  Established  Evaluated  Exceeded  Headed  Improved  Increased  Initiated  Organized  Oversaw  Planned  Prioritized  Produced  Scheduled  Strengthened  Trimmed | Assembled  Built  Calculated  Computed  Configured  Designed  Determined  Devised  Eliminated  Enhanced  Fabricated  Installed  Maintained  Operated  Overhauled  Programmed  Reduced  Refined  Remodeled  Repaired  Retrieved  Solved  Trained  Upgraded | Approved  Arranged  Catalogued  Classified  Collected  Compared  Compiled  Completed  Distributed  Enlarged  Implemented  Inspected  Monitored  Operated  Organized  Prepared  Processed  Recorded  Retrieved  Screened  Specified  Sorted  Tabulated  Validated | Addressed  Arranged  Convinced  Corresponded  Developed  Directed  Drafted  Edited  Enlisted  Influenced  Interpreted  Negotiated  Participated  Persuaded  Presented  Promoted  Proposed  Related  Secured  Sold  Spoke  Translated  Wrote |
| **Researching** | **Teaching** | **Helping** | **Creating** |
| Collected  Consulted  Evaluated  Examined  Experimented  Identified  Inspected  Interpreted  Interviewed  Investigated  Obtained  Reviewed  Searched  Summarized  Surveyed | Advised  Clarified  Coached  Communicated  Coordinated  Corrected  Developed  Enabled  Encouraged  Evaluated  Explained  Guided  Informed  Initiated  Instructed  Persuaded  Set goals  Trained | Assisted  Clarified  Coached  Counseled  Demonstrated  Educated  Guided  Motivated  Referred  Supported | Acted  Conceived  Created  Customized  Designed  Developed  Established  Fashioned  Illustrated  Improved  Initiated  Introduced  Invented  Originated  Performed  Redesigned  Reshaped  Revitalized  Shaped |