



# Power Words

<b>Advised</b>	<b>Forecast</b>
<b>Analyzed</b>	<b>Gained</b>
<b>Applied</b>	<b>Gathered</b>
<b>Arranged</b>	<b>Guided</b>
<b>Assembled</b>	<b>Helped</b>
<b>Attained</b>	<b>Informed</b>
<b>Audited</b>	<b>Improved</b>
<b>Automated</b>	<b>Installed</b>
<b>Awarded</b>	<b>Introduced</b>
<b>Budgeted</b>	<b>Invented</b>
<b>Built</b>	<b>Issued</b>
<b>Calculated</b>	<b>Lectured</b>
<b>Catalogued</b>	<b>Lobbied</b>
<b>Catered</b>	<b>Marketed</b>
<b>Centralized</b>	<b>Mastered</b>
<b>Chaired</b>	<b>Mentored</b>
<b>Classified</b>	<b>Moderated</b>
<b>Collaborated</b>	<b>Motivated</b>
<b>Collected</b>	<b>Operated</b>
<b>Compiled</b>	<b>Organized</b>
<b>Completed</b>	<b>Partnered</b>
<b>Contributed</b>	<b>Performed</b>
<b>Convinced</b>	<b>Planned</b>
<b>Coordinated</b>	<b>Prepared</b>
<b>Critiqued</b>	<b>Processed</b>
<b>Delegated</b>	<b>Raised</b>
<b>Developed</b>	<b>Reorganized</b>
<b>Directed</b>	<b>Reported</b>
<b>Discovered</b>	<b>Researched</b>
<b>Documented</b>	<b>Scheduled</b>
<b>Drafted</b>	<b>Searched</b>
<b>Edited</b>	<b>Sold</b>
<b>Elected</b>	<b>Spoke About</b>
<b>Encouraged</b>	<b>Started</b>
<b>Enforced</b>	<b>Supervised</b>
<b>Enlisted</b>	<b>Supported</b>
<b>Evaluated</b>	<b>Taught</b>
<b>Examined</b>	<b>Tested</b>
<b>Exceeded</b>	<b>Tracked</b>
<b>Executed</b>	<b>Treated</b>
<b>Expanded</b>	<b>Tutored</b>
<b>Facilitated</b>	<b>Wrote</b>

# Translating Skills and Experiences

Your life experiences and skills can be translated into real-world job skills. Sometimes this takes thinking about your experiences from a different angle. Below are some examples of real-life experiences and how they can be translated into job skills.

<b>Do you watch younger siblings or babysit?</b>	⇒	<b>You are responsible with good management skills.</b>
<b>Do you do volunteer work in your community?</b>	⇒	<b>You are conscientious with a strong sense of community.</b>
<b>Do you behave in a way which sets a good example for younger people and friends?</b>	⇒	<b>You have good leadership skills and exhibit good judgement.</b>
<b>Do you like to play team sports?</b>	⇒	<b>You are a team player and you work well with others.</b>
<b>Do friends know they can confide in you and their secrets will be kept confidential?</b>	⇒	<b>You are reliable and have good listening skills.</b>

Try writing some job skills from your real life experiences:

**Experience/Skill**

**Translated into Job Skill**

# Laying Out Your Resume

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Objective Statement \_\_\_\_\_

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(Dates) (Description of experience, skills, accomplishments, talents)

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