

RESUME/APPLICATION BUILDER

1 - Check those skill words (look at both HARD and SOFT skills) that are **your** strengths.

2 - Then ask yourself which of those 'soft' skills would be **most** important for the job you are interested in

3 - Emphasize those skill words in your cover letter, resume, application, and interview

HARD SKILLS CHECKLIST

<i>MANAGEMENT</i>	<i>COMMUNICATION</i>	<i>RESEARCH</i>	<i>FINANCIAL</i>
<input type="checkbox"/> Administered	<input type="checkbox"/> Arbitrated	<input type="checkbox"/> Clarified	<input type="checkbox"/> Accounting
<input type="checkbox"/> Analyzed	<input type="checkbox"/> Arranged	<input type="checkbox"/> Collected	<input type="checkbox"/> Accurate
<input type="checkbox"/> Assigned	<input type="checkbox"/> Created	<input type="checkbox"/> Complied	<input type="checkbox"/> Administered
<input type="checkbox"/> Contracted	<input type="checkbox"/> Developed	<input type="checkbox"/> Critiqued	<input type="checkbox"/> Allocated
<input type="checkbox"/> Controlled	<input type="checkbox"/> Directed	<input type="checkbox"/> Decided	<input type="checkbox"/> Analyzed
<input type="checkbox"/> Coordinated	<input type="checkbox"/> Enlisted	<input type="checkbox"/> Diagnosed	<input type="checkbox"/> Audited
<input type="checkbox"/> Delegated	<input type="checkbox"/> Helped	<input type="checkbox"/> Evaluated	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Developed	<input type="checkbox"/> Influenced	<input type="checkbox"/> Examined	<input type="checkbox"/> Budgeted
<input type="checkbox"/> Directed	<input type="checkbox"/> Interpreted	<input type="checkbox"/> Extrapolated	<input type="checkbox"/> Calculated
<input type="checkbox"/> Evaluated	<input type="checkbox"/> Led	<input type="checkbox"/> Gathered	<input type="checkbox"/> Coded
<input type="checkbox"/> Executed	<input type="checkbox"/> Manipulated	<input type="checkbox"/> Inspected	<input type="checkbox"/> Computed
<input type="checkbox"/> Hired	<input type="checkbox"/> Mediated	<input type="checkbox"/> Interpreted	<input type="checkbox"/> Controlled
<input type="checkbox"/> Implemented	<input type="checkbox"/> Merged	<input type="checkbox"/> Interviewed	<input type="checkbox"/> Detailed
<input type="checkbox"/> Initiated	<input type="checkbox"/> Motivated	<input type="checkbox"/> Investigated	<input type="checkbox"/> Developed
<input type="checkbox"/> Organized	<input type="checkbox"/> Negotiated	<input type="checkbox"/> Observed	<input type="checkbox"/> Managed
<input type="checkbox"/> Performed	<input type="checkbox"/> Obtained	<input type="checkbox"/> Organized	<input type="checkbox"/> Planned
<input type="checkbox"/> Planned	<input type="checkbox"/> Persuaded	<input type="checkbox"/> Perceived	<input type="checkbox"/> Prepared
<input type="checkbox"/> Prioritized	<input type="checkbox"/> Read	<input type="checkbox"/> Recognized	<input type="checkbox"/> Record keeping
<input type="checkbox"/> Produced	<input type="checkbox"/> Reasoned	Problems	<input type="checkbox"/> Reduced
<input type="checkbox"/> Recommended	<input type="checkbox"/> Reconciled	<input type="checkbox"/> Researched	<input type="checkbox"/> Researched
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Recruited	<input type="checkbox"/> Reviewed	<input type="checkbox"/> Solved
<input type="checkbox"/> Scheduled	<input type="checkbox"/> Sold	<input type="checkbox"/> Studied	<input type="checkbox"/>
<input type="checkbox"/> Supervised	<input type="checkbox"/> Spoke	<input type="checkbox"/> Surveyed	<input type="checkbox"/>
<input type="checkbox"/> Terminated	<input type="checkbox"/> Wrote	<input type="checkbox"/> Synthesized	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Wrote	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HARD SKILLS CHECKLIST (CONTINUED)

<i>MANUAL</i>	<i>HELPING</i>	<i>OFFICE ADMINISTRATIVE</i>	<i>GENERAL</i>
<input type="checkbox"/> Assembled	<input type="checkbox"/> Adjusted	<input type="checkbox"/> Administered	<input type="checkbox"/> Achieved
<input type="checkbox"/> Bent	<input type="checkbox"/> Advised	<input type="checkbox"/> Arranged	<input type="checkbox"/> Adapted
<input type="checkbox"/> Bound	<input type="checkbox"/> Attended	<input type="checkbox"/> Assembled	<input type="checkbox"/> Chaired
<input type="checkbox"/> Built	<input type="checkbox"/> Cared	<input type="checkbox"/> Assisted	<input type="checkbox"/> Convinced
<input type="checkbox"/> Controlled	<input type="checkbox"/> Directed	<input type="checkbox"/> Bought	<input type="checkbox"/> Created
<input type="checkbox"/> Cut	<input type="checkbox"/> Guided	<input type="checkbox"/> Coded	<input type="checkbox"/> Designed
<input type="checkbox"/> Delivered	<input type="checkbox"/> Led	<input type="checkbox"/> Collected	<input type="checkbox"/> Dispensed
<input type="checkbox"/> Drilled	<input type="checkbox"/> Listened	<input type="checkbox"/> Compiled	<input type="checkbox"/> Equipped
<input type="checkbox"/> Drove	<input type="checkbox"/> Mentored	<input type="checkbox"/> Coordinated	<input type="checkbox"/> Established
<input type="checkbox"/> Fed	<input type="checkbox"/> Perceived	<input type="checkbox"/> Coordinated	<input type="checkbox"/> Extended
<input type="checkbox"/> Fitted	<input type="checkbox"/> Referred	<input type="checkbox"/> Developed	<input type="checkbox"/> Formulated
<input type="checkbox"/> Fixed	<input type="checkbox"/> Related	<input type="checkbox"/> Drafted	<input type="checkbox"/> Generated
<input type="checkbox"/> Handled	<input type="checkbox"/> Rendered	<input type="checkbox"/> Edited	<input type="checkbox"/> Guided
<input type="checkbox"/> Installed	<input type="checkbox"/> Sensitivity	<input type="checkbox"/> Filed	<input type="checkbox"/> Handled
<input type="checkbox"/> Lifted	<input type="checkbox"/> Served	<input type="checkbox"/> Maintained	<input type="checkbox"/> Implemented
<input type="checkbox"/> Moved	<input type="checkbox"/> Serviced	<input type="checkbox"/> Ordered	<input type="checkbox"/> Improved
<input type="checkbox"/> Operated	<input type="checkbox"/> Spoke	<input type="checkbox"/> Organized	<input type="checkbox"/> Initiated
<input type="checkbox"/> Pulled	<input type="checkbox"/> Teamwork	<input type="checkbox"/> Produced	<input type="checkbox"/> Inspected
<input type="checkbox"/> Punched	<input type="checkbox"/> Treated	<input type="checkbox"/> Reorganized	<input type="checkbox"/> Installed
<input type="checkbox"/> Repaired	<input type="checkbox"/>	<input type="checkbox"/> Routed	<input type="checkbox"/> Investigated
<input type="checkbox"/> Set-up	<input type="checkbox"/>	<input type="checkbox"/> Shipped	<input type="checkbox"/> Learned
<input type="checkbox"/> Shipped	<input type="checkbox"/>	<input type="checkbox"/> Sorted	<input type="checkbox"/> L lectured
<input type="checkbox"/> Tended	<input type="checkbox"/>	<input type="checkbox"/> Summarized	<input type="checkbox"/> Led
<input type="checkbox"/> Unloaded	<input type="checkbox"/>	<input type="checkbox"/> Updated	<input type="checkbox"/> Monitored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Negotiated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Obtained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Participated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SOFT SKILLS CHECKLIST

<input type="checkbox"/> Adaptable	<input type="checkbox"/> Dynamic	<input type="checkbox"/> Methodical	<input type="checkbox"/> Reliable
<input type="checkbox"/> Alert	<input type="checkbox"/> Eager	<input type="checkbox"/> Motivated	<input type="checkbox"/> Resourceful
<input type="checkbox"/> Ambitious	<input type="checkbox"/> Efficient	<input type="checkbox"/> Motivated	<input type="checkbox"/> Respectful
<input type="checkbox"/> Analytical	<input type="checkbox"/> Energetic	<input type="checkbox"/> Multi-tasker	<input type="checkbox"/> Responsible
<input type="checkbox"/> Articulate	<input type="checkbox"/> Enthusiastic	<input type="checkbox"/> Objective	<input type="checkbox"/> Self-confident
<input type="checkbox"/> Artistic	<input type="checkbox"/> Flexible	<input type="checkbox"/> Observant	<input type="checkbox"/> Self-reliant
<input type="checkbox"/> Assertive	<input type="checkbox"/> Friendly	<input type="checkbox"/> Open-minded	<input type="checkbox"/> Self-starter
<input type="checkbox"/> Can handle conflict	<input type="checkbox"/> Goal-oriented	<input type="checkbox"/> Orderly work habits	<input type="checkbox"/> Sense-of humor
<input type="checkbox"/> Cheerful	<input type="checkbox"/> Good judgment	<input type="checkbox"/> Organized	<input type="checkbox"/> Sincere
<input type="checkbox"/> Clean well groomed	<input type="checkbox"/> Hard working	<input type="checkbox"/> Planner	<input type="checkbox"/> Sophisticated
<input type="checkbox"/> Coachable	<input type="checkbox"/> Helpful	<input type="checkbox"/> Poised	<input type="checkbox"/> Systematic
<input type="checkbox"/> Communicates clearly	<input type="checkbox"/> High energy	<input type="checkbox"/> Positive attitude	<input type="checkbox"/> Tactful
<input type="checkbox"/> Competent	<input type="checkbox"/> Honest	<input type="checkbox"/> Practical	<input type="checkbox"/> Takes direction well
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Imaginative	<input type="checkbox"/> Problem solver	<input type="checkbox"/> Team oriented
<input type="checkbox"/> Courteous	<input type="checkbox"/> Imaginative	<input type="checkbox"/> Productive	<input type="checkbox"/> Troubleshooter
<input type="checkbox"/> Creative	<input type="checkbox"/> Industrious	<input type="checkbox"/> Prompt	<input type="checkbox"/> Trustworthy
<input type="checkbox"/> Dedicated	<input type="checkbox"/> Initiative	<input type="checkbox"/> Punctual	<input type="checkbox"/> Willing worker
<input type="checkbox"/> Dependable	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Quick learner	<input type="checkbox"/> Works well under stress
<input type="checkbox"/> Disciplined	<input type="checkbox"/> Loyal	<input type="checkbox"/> Realistic	<input type="checkbox"/> Works well with co-workers
<input type="checkbox"/> Discrete	<input type="checkbox"/> Mature	<input type="checkbox"/> Reliable	<input type="checkbox"/> Works without supervision