

Being able to describe your skills, and how you've used them, is extremely important. But, sometimes it's hard to find the right word. This word list should help:

Adapting	Explaining	Negotiating
Achieving	Expressing	Observing
Allocating	Finding	Operating
Analysing	Fixing	Organising
Arranging	Following instructions	Performing
Assembling	Giving instructions	Persuading
Assessing	Gathering	Planning
Assisting	Handling	Preparing
Budgeting	Identifying	Presenting
Building	Implementing	Prioritising
Calculating	Influencing	Processing
Checking	Informing	Producing
Coaching	Introducing	Providing
Collaborating	Instructing	Recording
Communicating	Interpreting	Reflecting
Coordinating	Inventing	Researching
Creating	Investigating	Reviewing
Deciding	Judging	Selecting
Delegating	Leading	Setting goals
Demonstrating	Learning	Solving problems
Describing	Listening	Supervising
Designing	Making	Supporting
Developing	Managing	Taking responsibility
Discussing	Measuring	Taking the initiative
Encouraging	Meeting deadlines	Team working
Estimating	Meeting goals or targets	Training
Evaluating	Motivating	Writing