

### Cluster Experience Skills

Tell stories about your experiences using action verbs. The “Cluster Your Skills Worksheet” helps you describe your activity or activities. The series of questions below will ask you about your activity with specific tasks. Select a specific activity and write it on the line below. When answering the questions, circle two or three action verbs based off the specific activity.

**Activity being described:** \_\_\_\_\_

#### Did you observe or pay special attention to something?

Addressed	Investigated	Perceived	Studied
Examined	Inspected	Questioned	Surveyed
Experimented	Measured	Read	Tested
Explored	Observed	Researched	Weight

#### Did you discover something?

Ascertained	Discovered	Perceived	Solved
Determined	Found	Pinpointed	Uncovered
Detected	Identified	Proved	Verified
Diagnosed	Learned	Recognized	

#### Did you evaluate something?

Analyzed	Compared	Perceived	Rated
Appraised	Evaluated	Qualified	Reasoned
Assessed	Judged	Quantified	Reviewed

#### Did you understand something?

Attributed	Grasped	Perceived	Translated
Discerned	Interpreted	Transcribed	

#### Did you start something?

Activated	Formed	Initiated	Opened
Adopted	Founded	Instituted	Originated
Began	Generated	Introduced	Started
Established	Implemented	Launched	Undertook

#### Did you finish something?

Achieved	Concluded	Finalized	Realized
Accomplished	Ended	Finished	Terminated
Attained	Established	Fulfilled	
Completed	Executed	Reached	

#### Did you document something?

Certified	Logged	Recorded	Supported
Charted	Mapped	Researched	Tabulated
Documented	Proved	Substantiated	

#### Did you supervise employees?

Appointed	Employed	Hired	Referred
Awarded	Enforced	Interviewed	Selected
Enlisted	Evaluated	Nominated	Staffed
Elected	Fired	Recruited	Terminated

#### Were you future-oriented?

Estimated	Deterred	Predicted	Projected
Forecast	Hypothesized	Prevented	Strategized

#### Did you save the day?

Averted	Prevented	Succeeded
Diverted	Salvaged	Withstood
Prevailed	Saved	Solved



**Did you manage or lead?**

Acted	Governed	Managed	Scheduled
Administered	Handled	Motivated	Showed
Advised	Headed	Navigated	Supervised
Conducted	Implemented	Ordered	Used
Controlled	Influenced	Oversaw	
Directed	Integrated	Performed	
Facilitated	Led	Piloted	
Fostered	Maintained	Processed	

**Were you part of a team?**

Advised	Conferred	Fostered	Participated
Aided	Consulted	Helped	Served
Assisted	Cooperated	Joined	Teamed With
Collaborated	Facilitated	Met With	

**Did you obtain something new?**

Acquired	Expanded	Purchased	Secured
Bought	Obtained	Raised	Solicited
Collected	Procured	Realized	
Cultivated	Produced	Received	

**Did you make something?**

Assembled	Drew	Painted	Sketched
Built	Engineered	Photographed	Used
Composed	Fabricated	Prepared	Worked
Constructed	Fashioned	Produced	
Draft	Formed	Programmed	
Designed	Made	Published	

**Did you provide something?**

Dispensed	Installed	Provided	Supplied
Distributed	Offered	Rendered	
Fitted	Performed	Responded	
Furnished	Presented	Submitted	

**Did you operate something?**

Conducted	Handled	Performed	Tended
Controlled	Implemented	Ran	Troubleshooting
Fixed	Maintained	Rebuilt	Used
Functioned	Operated	Repaired	Worked

**Did you organize something?**

Arranged	Collected	Coordinated	Prepared
Assembled	Connected	Correlated	Structured
Categorized	Combined	Implemented	Summarized
Compiled	Consolidated	Organized	Systematized

**Did you make decisions?**

Activated	Approved	Decided	Resolved
Adopted	Concluded	Determined	Settled

**Were you responsible?**

Assured	Ensured	Inspected	Satisfied
Confirmed	Guaranteed	Protected	Secured
Delivered	Guarded	Safeguard	

**Did you improve things?**

Advanced  
Augmented  
Corrected  
Cultivated  
Developed  
Enhanced

Enlarged  
Enriched  
Expedited  
Extended  
Implemented  
Improved

Increased  
Modernized  
Reduced  
Resolved  
Revitalized  
Solved

Surpassed  
Streamlined  
Treated  
Updated  
Upgraded

**Did you make changes?**

Adapted  
Adopted  
Centralized  
Combined  
Condensed  
Converted  
Edited  
Expanded

Extended  
Extracted  
Implemented  
Improvised  
Modified  
Reconstructed  
Redesigned  
Refined

Reorganized  
Restored  
Restructured  
Revised  
Separated  
Simplified  
Standardized  
Supplemented

Systematized  
Synergized  
Tailored  
Unified  
United

**Did you think up something new?**

Conceived  
Conceptualized  
Created  
Designed  
Developed

Devised  
Discovered  
Generated  
Improvised  
Innovated

Invented  
Originated  
Perceived  
Pioneered  
Shaped

Solved  
Synergized  
Synthesized  
Visualized

**Did you make connections?**

Connected

Matched

Merged

Network

**Did you explain something?**

Arbitrated  
Balanced  
Intervened

Mediated  
Moderated  
Negotiated

Reasoned  
Reconciled  
Resolved

Settled  
Solved

**Did you communicate something?**

Communicated  
Defined  
Demonstrated  
Displayed  
Dramatized  
Explained

Illustrated  
Lectured  
Modeled  
Persuaded  
Presented  
Proposed

Publicized  
Related  
Reported  
Represented  
Shared  
Showed

Spoke  
Submitted  
Symbolized  
Verbalized  
Wrote

**Did you work with people?**

Advised  
Coached  
Convinced  
Counseled  
Educated  
Facilitated

Guided  
Influenced  
Informed  
Inspired  
Instructed  
Listened

Mentored  
Motivated  
Persuaded  
Prescribed  
Probed  
Recommended

Rehabilitated  
Reinforced  
Served  
Taught  
Trained  
Tutored