

III. Skills & Action Verbs

TRANSFERABLE & TECHNICAL SKILLS

Transferable skills are those that can be applied in multiple work settings. Technical skills are those that describe the ability to perform tasks in a specific discipline or department. Consider incorporating them, by providing examples of when you have successfully used them in your bulleted accomplishment statements. Some examples of transferable and technical skills are:

COMMUNICATION	MANAGEMENT	PROBLEM SOLVING	TRAINING	LABORATORY
Editing	Communicating	Analyzing	Adapting	Testing
Explaining	Consulting	Appraising	Communicating	Reporting
Influencing	Coordinating	Diagnosing	Demonstrating	Experimenting
Interpreting	Delegating	Examining	Enabling	Measuring
listening	Directing	Executing	Encouraging	Recording
Mediating	Evaluating	Planning	Evaluating	Manipulating
Promoting	Leading	Proving	Explaining	Logging
Speaking	Negotiating	Reasoning	Instructing	Investigating
Translating	Persuading	Recognizing	Planning	Researching
Writing	Planning	Validating	Stimulating	
CREATIVE	PUBLIC RELATIONS	RESEARCH	TECHNICAL	
Designing	Conducting	Assessing	Adjusting	
Developing	Consulting	Calculating	Aligning	
Establishing	Informing	Collecting	Assembling	
Illustrating	Planning	Diagnosing	Drafting	
Imagining	Presenting	Evaluating	Engineering	
Improvising	Promoting	Examining	Installing	
Inventing	Representing	Extrapolating	Observing	
performing	Responding	Interviewing	Operating	
Revitalizing	Researching	Investigating	Programming	
Visualizing	Writing	Synthesizing	Repairing	

ACTION VERBS

Beginning each bulleted accomplishment statement with a strong action verb helps to highlight your successes and allows the reader to get a sense of your skills by scanning the page prior to reading each individual bullet point. It is a good idea to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to help get you started.

A	Consulted	Evaluated	Integrated	Planned	S
Achieved	Contrasted	Examined	Intended	Posted	Scheduled
Acted	Controlled	Executed	Interviewed	Prepared	Selected
Adapted	Converted	Expanded	invented	Prescribed	Separated
Adjusted	Convinced	Expedited	Investigated	Presented	Served
Administered	Coordinated	F	L	Priced	Serviced
Advanced	Counseled	Facilitated	Launched	Processed	Set up
Advised	Counted	Filed	Lectured	Produced	Simplified
Altered	Created	Filled	Led	Promoted	Sold
Analyzed	Cultivated	Forecasted	Liaised	Proposed	Solved
Appraised	D	Formulated	Logged	Protected	Specified
Arranged	Decided	Fostered	M	Provided	Started
Assembled	Decreased	Fulfilled	Maintained	Purchased	Strategized
Assessed	Defined	G	Managed	R	Streamlined
Audited	Delivered	Gained	Manufactured	Realized	Strengthened
B	Demonstrated	Gathered	Marketed	Received	Studied
Balanced	Designed	Generated	Measured	Recommended	Summarized
Budgeted	Detected	Grew	Mediated	Reconciled	Supervised
Built	Determined	Guided	Mentored	Recorded	Supplied
C	Developed	H	Migrated	Recruited	Supported
Calculated	Devised	Handled	Minimized	Redesigned	T
Calibrated	Diagnosed	Headed	Monitored	Reduced	Tested
Categorized	Differentiated	Hired	Motivated	Referred	Tracked
Charted	Distributed	I	N	Removed	Trained
Classified	Documented	Identified	Negotiated	Reorganized	Transformed
Coached	Doubled	Illustrated	O	Repaired	Translated
Collected	Drafted	Implemented	Obtained	Reported	Troubleshoot
Combined	E	Improved	Operated	Represented	U
Communicated	Edited	Increased	Orchestrated	Researched	Updated
Compiled	Eliminated	Influenced	Ordered	Resolved	Upgraded
Composed	Encouraged	Informed	Organized	Restructured	V
Computed	Engineered	Initiated	Originated	Revamped	Verified
Conducted	Enhanced	Inspected	Oversaw	Reviewed	W
Configured	Ensured	Installed	P	Revised	Weighed
Consolidated	Established	Instituted	Performed	Revitalized	Wired
Constructed	Estimated	Instructed	Persuaded	Routed	Won