

Action Verbs & Transferable Skills

Action Verbs

Use action verbs to begin bulleted items in your resume. This list can help you generate ideas.

| | | | | | |
|------------|-------------|-------------|-------------|------------|------------|
| Accelerate | Conduct | Estimate | Lecture | Print | Route |
| Achieve | Confront | Evaluate | Locate | Process | Save |
| Acquire | Conserve | Examine | Log | Produce | Schedule |
| Adapt | Construct | Execute | Maintain | Program | Select |
| Administer | Consult | Exhibit | Manage | Promote | Sell |
| Advise | Control | Expand | Match | Propose | Serve |
| Analyze | Coordinate | Expedite | Measure | Protect | Sign |
| Anticipate | Correspond | Facilitate | Mediate | Provide | Sketch |
| Appoint | Counsel | Formulate | Monitor | Purchase | Solve |
| Appraise | Create | Generate | Motivate | Question | Speak |
| Approve | Critique | Guide | Navigate | Recommend | Strategize |
| Arrange | Decide | Hire | Negotiate | Record | Structure |
| Assemble | Delegate | Identify | Network | Recruit | Study |
| Audit | Deliver | Implement | Observe | Reduce | Supervise |
| Broaden | Demonstrate | Improve | Obtain | Refer | Supply |
| Budget | Design | Increase | Operate | Regulate | Support |
| Build | Detect | Influence | Organize | Reinforce | Talk |
| Calculate | Develop | Initiate | Oversee | Render | Teach |
| Charted | Diagnose | Inspire | Participate | Reorganize | Test |
| Circulate | Direct | Instruct | Perform | Represent | Train |
| Classify | Discover | Interpret | Persuade | Research | Translate |
| Coach | Display | Interview | Plan | Restore | Update |
| Collect | Distribute | Introduce | Predict | Revamp | Upgrade |
| Compile | Draft | Invent | Prepare | Reverse | Utilize |
| Complete | Edit | Investigate | Prescribe | Review | Writing |
| Compose | Eliminate | Launch | Present | Revise | |
| Conceive | Establish | Lead | Prevent | Reward | |

Transferable Skills

Circle your top 10 skills. Rank them in the order you enjoying using them most.

| | | | | | |
|---------------|-----------------|---------------|-------------|-------------|-----------------|
| Adapting | Dealing with | Experimenting | Listening | Preparing | Teamwork |
| Advising | pressure | Handling | Managing | Presenting | Testing results |
| Analyzing | Dealing with | paperwork | Mathematics | Problem | Tutoring |
| Budgeting | the unknown | Helping | Mechanical | solving | Visualizing |
| Building | Debating | Initiating | Mediating | Programming | Working |
| Communicating | Decision | Instructing | Memorizing | Promoting | independently |
| Competing | making | Investigating | Motivating | Reading | Working with |
| Confronting | Detail oriented | Judging | Negotiating | Reporting | ideas |
| Creating | Editing | Keeping | Observing | Researching | Working under |
| Dealing with | Enforcing | records | Organizing | Revising | stress |
| deadlines | Empathizing | Languages | Performing | Risk taking | Writing |
| | Evaluating | Leading | Persuading | Selling | |