

# Action Verbs

When writing a resume, you must express your assets, experience, and accomplishments in the best possible manner. Action verbs make a strong impact on hiring managers. The following is a list of action verbs that can be used to start accomplishment statements when you are describing your experience.

Communication	Management	Detail	Creativity	Teaching
addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized recruited spoke translated wrote	administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized planned prioritized produced recommended reviewed scheduled strengthened supervised	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed set goals stimulated

Technical	Research	Financial	Helping
assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved trained upgraded	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized review summarized surveyed systematized	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecast managed marketed planned projected researched	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

## Transferable Skills

Transferable skills are skills that are developed in a specific context and are "transferable" to a variety of other situations and tasks.

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The verbs under each cluster heading specifically describe transferable skills. The lists are not exhaustive but provide ideas to make your resume and responses to interview questions more concrete.

### **Communication**

speak · write · listen · express · facilitate · provide feedback · negotiate · perceive · persuade · report · describe · interview · edit · articulate · sell · improvise · present · summarize

### **Human Relations**

help · develop · be sensitive · listen · convey · provide support · motivate · share · counsel · cooperate · delegate · perceive · mentor · deal tactfully · empathize · deal with conflict

### **Problem Solving**

anticipate · determine · take control · improvise · stay calm · evaluate · mediate · reconcile · diagnose · refer

### **Creating**

imagine · brainstorm · design · develop · sense · envision · perform · conceptualize · construct · draft · entertain · visualize

### **Motivation/Leadership**

inspire · encourage · lead · convince · persuade · hearten · instill · collaborate · guide · influence · promote · validate

### **Essential Work Skills**

implement · cooperate · enforce · manage · attend to detail · meet goals · enlist help · accept responsibility set and meet deadlines · organize · decide

### **Supervising/Management**

delegate · instruct · recruit · hire · promote · mediate · troubleshoot · lead · demonstrate · supervise · advise · monitor · resolve · schedule · represent

### **Research/Quantitative**

forecast · predict · create · identify · imagine alternatives · be resourceful · gather · solve · interpret · evaluate · clarify · diagnose · research · set goals · extract · define · analyze · synthesize · develop · calculate · understand

### **Organization/Planning**

initiate · handle · coordinate · mediate · troubleshoot · organize · develop · strategize · arrange · set priorities

### **Technical**

assess · compute · design · engineer · fabricate · operate · program · upgrade · solve