

**QUICK  
TIPS**

# Action Verbs & Skills

Action verbs are a good way to describe transferable skills that you have developed. Transferable skills can transfer from one job to another. Listed below are action verbs that describe skills that employers most desire according to the National Association of Colleges and Employers. This list is intended to be a starting point and is not a complete listing of verbs or skills.

**COMMUNICATION SKILLS (VERBAL AND WRITTEN).....#1 SKILLS DESIRED BY EMPLOYERS**

Addressed	Composed	Edited	Interpreted	Promoted	Represented
Advertised	Conferred	Elicited	Lectured	Publicized	Resolved
Authored	Contacted	Emphasized	Mediated	Recommended	Showed
Called	Convinced	Explained	Moderated	Reconciled	Spoke
Circulated	Corresponded	Formulated	Negotiated	Recruited	Translated
Coached	Directed	Influenced	Oriented	Redirected	Transmitted
Collaborated	Discussed	Informed	Persuaded	Referred	Tutored
Communicated	Drafted	Instructed	Presented	Related	Wrote

**INTERPERSONAL SKILLS (RELATE WELL TO OTHERS)**

Accommodated	Assisted	Facilitated	Modified	Provided	Served
Adjusted	Consulted	Guided	Motivated	Reconciled	Sold
Advised	Contributed	Influenced	Negotiated	Related	Taught
Agreed	Cooperated	Mediated	Personalized	Requested	
Arranged	Counseled	Moderated	Persuaded	Respected	

**ORGANIZATIONAL SKILLS (DETAIL ORIENTED)**

Approved	Collected	Implemented	Prepared	Routed	Tabulated
Arranged cata- logued	Compiled	Inspected	Processed	Scheduled	Updated
Charted	Dispatched	Maintained	Purchased	Screened	Validated
Classified	Distributed	Monitored	Recorded	Set up	Verified
Coded	Executed	Operated	Retrieved	Standardized	
	Generated	Organized	Reviewed	Systematized	

**ANALYTICAL SKILLS**

Adapted	Compared	Devised	Identified	Reviewed	Surveyed
Analyzed	Computed	Diagnosed	Interpreted	Solved	Tested
Applied	Critiqued	Evaluated	Investigated	Standardized	
Calculated	Designed	Engineered	Replaced	Studied	
Clarified	Developed	Examined	Rescheduled	Summarized	

**TEAMWORK SKILLS (WORKS WELL WITH OTHERS)**

Aided	Collaborated	Demonstrated	Established	Guided	Represented
Assisted	Coordinated	Educated	Facilitated	Motivated	Supported
Coached	Counseled	Encouraged	Familiarized	Referred	Volunteered

**MANAGEMENT SKILLS**

Administered	Contracted	Established	Instituted	Prioritized	Strengthened
Analyzed	Coordinated	Evaluated	Managed	Produced	Supervised
Assigned	Delegated	Executed	Motivated	Recommended	
Attained	Developed	Increased	Organized	Reorganized	
Chaired	Directed	Improved	Oversaw	Reviewed	
Consolidated	Enhanced	Initiated	Planned	Scheduled	

**TEACHING SKILLS**

Adapted	Coordinated	Evaluated	Guided	Persuaded
Advised	Explored	Explained	Individualized	Stimulated
Coached	Enabled	Facilitated	Informed	Trained
Communicated	Encouraged	Focused	Instructed	Tutored



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## RESEARCH SKILLS

Adapted	Compared	Engineered	Interpreted	Programmed	Summarized
Analyzed	Computed	Evaluated	Interviewed	Remodeled	Surveyed
Applied	Conducted	Examined	Investigated	Repaired	Systematized
Assembled	Critiqued	Extracted	Located	Researched	Tested
Built	Designed	Gathered	Maintained	Reviewed	Upgraded
Calculated	Developed	Fabricated	Operated	Solved	Utilized
Clarified	Devised	Identified	Organized	Standardized	
Collected	Diagnosed	Installed	Overhauled	Studied	

## CREATIVE SKILLS

Acted	Conceived	Estimated	Initiated	Originated	Revitalized
Adapted	Customized	Fashioned	Instituted	Performed	Set up
Authored	Designed	Forecasted	Introduced	Planned	Shaped
Composted	Developed	Formulated	Invented	Proposed	Solved
Conceptualized	Directed	Founded	Investigated	Researched	Studied
Created	Established	Illustrated	Modified	Revised	

## LEADERSHIP SKILLS

Administered	Awarded	Disapproved	Governed	Recommended	Specific
Allocated	Conducted	Discharged	Hired	Regulated	Sponsored
Appointed	Controlled	Encouraged	Led	Required	Stipulated
Approved	Delegated	Enforced	Managed	Selected	Supervised
Assigned	Designated	Evaluated	Oversaw	Settled	
Authorized	Directed	Executed	Presided	Signed	

**Content skills** are skills that are specific to a job or occupation. For instance, an aviation major (professional pilot) develops specific technical skills that are relevant to his/her field of study. Another example might be a Health Education and Promotion major who develops specific technical skills through CPR certification.

Employers have listed "Computer Skills" as one of their desired skills. Below is an example of how you might describe your computer skills with and without action verbs.

### COMPUTER SKILLS (AS A TRANSFERABLE SKILL— WITH ACTION VERBS)

Adapted	Computed	Executed	Managed	Programmed	Tested
Analyzed	Conducted	Extracted	Maintained	Repaired	Upgraded
Assembled	Developed	Fabricated	Operated	Solved	Utilized
Build	Diagnosed	Identified	Organized	Standardized	
Calculated	Engineered	Installed	Overhauled	Systematized	

### COMPUTER SKILLS (AS A CONTENT SKILL— WITHOUT ACTION VERBS)

Microsoft Office	Mac OS	Adobe Illustrator
Adobe PageMaker	Windows NT	Microsoft Excel
PowerPoint	Workstation	DUATS— Direct User Access Terminal System

Sometimes referred to as personality traits or personal qualities, **self-management skills**, are the skills you use to adapt and survive. Using adverbs is a good way to communicate these skills. Below are listed four self-management skills that employers desire and adverbs that describe these skills.

#### HONESTY/INTEGRITY

Candidly  
Clearly  
Consistently  
Dependably  
Directly  
Faithfully  
Honestly  
Openly  
Reliably  
Straightforwardly  
Truthfully  
Unfailingly

#### STRONG WORK ETHIC

Capably  
Competently  
Efficiently  
Dependably  
Professionally  
Proficiently  
Regularly

#### MOTIVATION/INITIATIVE

Cheerfully  
Cleverly  
Creatively  
Enthusiastically  
Gladly  
Happily  
Imaginatively  
Ingenuously  
Inventive  
Originally  
Passionately

#### FLEXIBILITY/ADAPTABILITY

Adaptable  
Adjustable  
Fairly  
Flexibility  
Independently  
Impartially  
Neutrally  
Objectively  
Open-mindedly

Below is an example of how to incorporate these action verbs and adverbs into bulleted skill statements on your resume. Note that each skill statement begins with an action verb. Adverbs are used to describe how the person does things.

#### RELEVANT WORK EXPERIENCE

##### Shift Leader

Chili's Restaurant

- Explained policies and procedures and provided guidance to new wait staff
- Received promotion in January 2007 for efficiently managing my time
- Cheerfully promoted nightly specials and answered guest questions

August 20012– present  
Stillwater, OK