

# Resume Action Verbs

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## Helping skills

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
facilitated  
familiarized  
guided  
referred  
rehabilitated  
represented

## Management skills

administered  
analyzed  
assigned  
attained  
chaired  
contracted  
consolidated  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

## Teaching skills

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
developed  
enabled

## *teaching cont.*

evaluated  
explained  
facilitated  
guided  
instructed  
persuaded  
set goals  
stimulated

## Communication skills

addressed  
arbitrated  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
wrote

## Creative skills

acted  
conceptualized  
created  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
instituted  
integrated  
introduced  
invented

## *creative cont.*

originated  
performed  
planned  
revitalized  
shaped

## Research skills

clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed  
systematized

## Clerical or detailed skills

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
systematized  
tabulated  
validated

## Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
trained  
upgraded  
informed  
initiated

## Financial skills

administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched

# Functional/Transferable Skills

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Transferable skills are important since every job, including entry-level positions, will require certain skillsets. Typically, we only list skills we acquire through previous jobs, but transferable skills are acquired regardless of previous positions held. In fact, these skills can be gained through a variety of experiences whether they are paid, volunteer or in the classroom.

## **Problem-solving and conflict resolution skills**

- Anticipate problems before they occur
- Define the problem and identify possible/apparent causes
- Identify possible alternative solutions and select the most appropriate ones
- Develop plans to implement solutions
- Evaluate needs and determine courses of action to meet those needs
- Create innovative solutions to complex problems
- Adapt one's concepts and behavior to changing conventions and norms
- Imagine alternatives, formulate and use principles
- Forecast, predict, foresee, perceive trends

## **Creativity**

- Solve problems creatively, logically, and practically
- Create new processes or products using science, math, and/or imagination
- Write interesting and clear articles, reports, etc.
- Design activities to interest participants
- Market and display products to appeal to target audience
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills

## **Interpersonal communication**

- Exercise "give and take" to achieve group results
- Understand and work within the group culture
- Listen actively and attentively
- Delegate tasks and responsibilities
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- Display understanding of, and respect for, people from diverse backgrounds
- Conduct in-depth interviews
- Express ideas and thoughts based on facts
- Mediate conflict with tact and diplomacy

## **Critical thinking skills**

- Identify a general principle that explains interrelated experienced of factual data
- Apply appropriate criteria to strategies and action plans
- Take given premises and reasons to their conclusion
- Analyze the interrelationships of events and ideas from several perspectives

## **Teamwork and teambuilding skills**

- Motivate team members to work toward common goals
- Collaborate on projects
- Support and praise one another for reaching goals and accomplishments
- Work effectively with organization members
- Facilitate brainstorming activities

## **Personal Development**

- Analyze life experiences for growth or change
- Identify, describe, and assess needs, values, interests, strengths, and weaknesses of individuals
- Instill self-confidence and self-esteem in others
- Develop personal moral code
- Demonstrate flexibility and commitment to change and learning
- Learn the value of hard work and persistence
- Devise means of dealing with extra stress
- Build from an historical perspective

## **Program administration**

- Interpret rules and regulations
- Analyze data and information
- Present ideas both orally and in writing
- Create innovative solutions to complex problems
- Ensure that tasks are completed on time
- Prioritize daily workload