***ACTION VERBS***

***& TRANSFERABLE SKILL CATEGORIES***

Below is a list of **ACTION VERBS** organized under some common **TRANSFERABLE SKILL** categories. (Transferable skills are “portable” skills that you develop along the way and take with you into other life/work experiences). Identifying your transferable skills can help you market yourself better to employers, and using specific action verbs can help you describe what your skills, abilities and accomplishments are in your résumé.

***Creativity*** Act Compose

Conceptualize Create Customize Design Develop Direct

Display Draw Entertain Establish Fashion Formulate Generate Illustrate Imagine Improve Initiate Innovate Introduce Invent Modify Originate Perform Revise Revitalize Shape Visualize

# *Teaching Skills*

Advise Assess Coach Communicate Develop Educate Evaluate Explain Facilitate Guide Influence Initiate Inspire Instruct Monitor Persuade Provide Show

Teach Tutor

# *Analytical/Financial Skills*

Adjust Allocate Analyze Appraise Assess Balance Budget Calculate Compare Compute Conserve Estimate Evaluate Examine Forecast Inspect Interpret Investigate Manage Measure Net

Plan Prepare Program Project Quantify Reconcile Record Reduce Research Retrieve Review Survey

# *Teamwork/Team-building Skills*

Assist Collaborate Contribute Cooperate Coordinate Help Involve Participate Share Support Uphold

# *Organizational Skills*

Arrange Categorize Chart Collect Compile Coordinate Correct Distribute Execute File

Follow-through Log

Maintain Map out Monitor Obtain Operate Order Organize Plan Prepare Prioritize Process Provide Purchase Record Review Schedule Submit Supply Systematize Update Verify

# *Adaptability/Flexibility*

Acclimate Adapt Adjust Alter Anticipate Change Comply Evolve Learn Modify Revise Rework

# *Communication/Interpersonal* Skills

Address Arbitrate Articulate Author Clarify

Communicate Compose Condense Connect Consult Contact Convey Convince Correspond Debate Define

Direct Discuss Draft Edit Explain Express Influence Interact Interpret Interview Lecture Listen Mediate

Moderate Motivate Negotiate Observe Outline Persuade Present Propose Reason Reconcile Report Resolve Respond Speak Specify Suggest Summarize Translate Write

***Helping Skills*** Administer Advocate

Aide Alleviate Answer Arrange Assess Assist Attend to Benefit Clarify Coach Collaborate Contribute Cooperate Counsel Demonstrate Diagnose Educate Encourage Ensure Expedite Facilitate Further

Give Guide Help Intervene Listen Motivate Prevent Provide Refer Relieve Represent Resolve Serve Support Treat Volunteer

***Detail*** Arrange Categorize Classify Compare Examine Inspect Organize Process Record Sort

Systematize

# *Leadership/Management Skills*

Administer Appoint Approve Assign Attain Authorize Chair Contract Control Coordinate Decide Delegate Develop Direct Eliminate Emphasize Enforce Enhance Establish Evaluate Execute Facilitate Handle Hire Improve Incorporate Increase Initiate Lead Manage Motivate Multi-task Navigate Organize Oversee Plan Preside Prioritize Produce

Recommend Restore Review Schedule Secure Select Streamline Strengthen Supervise Terminate

# *Research Skills*

Analyze Clarify Collect Compare Conduct Critique Detect Evaluate Find Highlight Persuade Persuade Propose Prove Simulate Quantify Stimulate Study Test Train Transmit

***PR/Advertising*** Advertise Communicate Contact Correspond Develop

Elicit Enlist Influence Involve Market Persuade Present Promote Propose Publicize Recruit Sell Show Solicit

# *“Quantifying” Action Words*

Cut Decrease Eliminate Increase Lessen Lower Maximize Minimize Raise Reduce

# *Action Verbs Showing* “Improvement” or “Achievement” Accelerate

Accomplish Achieve Advance Boost Change Correct Enhance Expedite Fix

Further Improve Overhaul Rectify Repair Resolve Restore Revamp Revitalize Save Secure Solve Streamline Strengthen Update Upgrade

***Action Verbs Showing “Initiative”*** Conceptualize

Create Design Develop Devise Establish Found Generate Implement Innovate Institute Introduce Launch Lead Motivate Originate Pioneer Produce Propose Set up Spearhead Start

# *Technical Skills*

Apply Assemble Build Calculate Compute Conserve Construct Convert Debug Design Determine Develop Engineer Fabricate Fortify Install Maintain Operate Overhaul Print Program Rectify Regulate Remodel Repair Replace Restore Solve Specialize Standardize Study

Troubleshoot Upgrade Utilize

(Adapted from: [www.quintcareers.com/action\_skill](http://www.quintcareers.com/action_skill) s.html)