

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
 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_skills.html)