

Action Verbs & Transferable Skills

Action Verbs

Use action verbs to begin bulleted items in your resume. This list can help you generate ideas.

Accelerate	Conduct	Estimate	Lecture	Print	Route
Achieve	Confront	Evaluate	Locate	Process	Save
Acquire	Conserve	Examine	Log	Produce	Schedule
Adapt	Construct	Execute	Maintain	Program	Select
Administer	Consult	Exhibit	Manage	Promote	Sell
Advise	Control	Expand	Match	Propose	Serve
Analyze	Coordinate	Expedite	Measure	Protect	Sign
Anticipate	Correspond	Facilitate	Mediate	Provide	Sketch
Appoint	Counsel	Formulate	Monitor	Purchase	Solve
Appraise	Create	Generate	Motivate	Question	Speak
Approve	Critique	Guide	Navigate	Recommend	Strategize
Arrange	Decide	Hire	Negotiate	Record	Structure
Assemble	Delegate	Identify	Network	Recruit	Study
Audit	Deliver	Implement	Observe	Reduce	Supervise
Broaden	Demonstrate	Improve	Obtain	Refer	Supply
Budget	Design	Increase	Operate	Regulate	Support
Build	Detect	Influence	Organize	Reinforce	Talk
Calculate	Develop	Initiate	Oversee	Render	Teach
Charted	Diagnose	Inspire	Participate	Reorganize	Test
Circulate	Direct	Instruct	Perform	Represent	Train
Classify	Discover	Interpret	Persuade	Research	Translate
Coach	Display	Interview	Plan	Restore	Update
Collect	Distribute	Introduce	Predict	Revamp	Upgrade
Compile	Draft	Invent	Prepare	Reverse	Utilize
Complete	Edit	Investigate	Prescribe	Review	Writing
Compose	Eliminate	Launch	Present	Revise	
Conceive	Establish	Lead	Prevent	Reward	

Transferable Skills

Circle your top 10 skills. Rank them in the order you enjoying using them most.

Adapting	Dealing with	Experimenting	Listening	Preparing	Teamwork
Advising	pressure	Handling	Managing	Presenting	Testing results
Analyzing	Dealing with	paperwork	Mathematics	Problem	Tutoring
Budgeting	the unknown	Helping	Mechanical	solving	Visualizing
Building	Debating	Initiating	Mediating	Programming	Working
Communicating	Decision	Instructing	Memorizing	Promoting	independently
Competing	making	Investigating	Motivating	Reading	Working with
Confronting	Detail oriented	Judging	Negotiating	Reporting	ideas
Creating	Editing	Keeping	Observing	Researching	Working under
Dealing with	Enforcing	records	Organizing	Revising	stress
deadlines	Empathizing	Languages	Performing	Risk taking	Writing
	Evaluating	Leading	Persuading	Selling	