

# Action Verb List

## Communication/People Skills

Addressed	Conveyed	Formulated	Moderated	Reported
Advertised	Convinced	Furnished	Negotiated	Resolved
Arbitrated	Corresponded	Incorporated	Observed	Responded
Arranged	Debated	Influenced	Outlined	Solicited
Articulated	Defined	Interacted	Participated	Specified
Authored	Developed	Interpreted	Persuaded	Spoke
Clarified	Directed	Interviewed	Presented	Suggested
Collaborated	Discussed	Involved	Promoted	Summarized
Communicated	Drafted	Joined	Proposed	Synthesized
Composed	Edited	Judged	Publicized	Translated
Condensed	Elicited	Lectured	Reconciled	Wrote
Conferred	Enlisted	Listened	Recruited	
Consulted	Explained	Marketed	Referred	
Contacted	Expressed	Mediated	Reinforced	

## Creative Skills

Acted	Created	Entertained	Instituted	Performed
Adapted	Customized	Established	Integrated	Photographed
Began	Designed	Fashioned	Introduced	Planned
Combined	Developed	Formulated	Invented	Revised
Composed	Directed	Founded	Modeled	Revitalized
Conceptualized	Displayed	Illustrated	Modified	Shaped
Condensed	Drew	Initiated	Originated	Solve

## Data/Financial Skills

Administered	Audited	Corrected	Marketed	Projected
Adjusted	Balanced	Determined	Measured	Qualified
Allocated	Budgeted	Developed	Netted	Reconciled
Analyzed	Calculated	Estimated	Planned	Reduced
Appraised	Computed	Forecasted	Prepared	Researched
Assessed	Conserved	Managed	Programmed	Retrieved

## Helping Skills

Adapted	Coached	Encouraged	Insured	Resolved
Advocated	Collaborated	Ensured	Intervened	Simplified
Aided	Contributed	Expedited	Motivated	Supplied
Answered	Cooperated	Facilitated	Prevented	Supported
Arranged	Counseled	Familiarized	Provided	Volunteered
Assessed	Demonstrated	Furthered	Referred	
Assisted	Diagnosed	Guided	Rehabilitated	
Clarified	Educated	Helped	Represented	

## Management/Leadership Skills

Administered	Converted	Generated	Managed	Recommended
Analyzed	Coordinated	Handled	Merged	Reorganized
Appointed	Decided	Headed	Motivated	Replaced
Approved	Delegated	Hired	Navigated	Restored
Assigned	Developed	Hosted	Organized	Reviewed
Attained	Directed	Improved	Originated	Scheduled
Authorized	Eliminated	Incorporated	Overhauled	Secured
Chaired	Emphasized	Increased	Oversaw	Selected
Considered	Enforced	Initiated	Planned	Streamlined
Consolidated	Enhanced	Inspected	Presided	Strengthened
Contracted	Established	Instituted	Prioritized	Supervised
Controlled	Executed	Led	Produced	Terminated

## Organizational Skills

Approved	Corrected	Maintained	Purchased	Submitted
Arranged	Corresponded	Monitored	Recorded	Supplied
Catalogued	Distributed	Obtained	Registered	Standardized
Categorized	Executed	Operated	Reserved	Systematized
Charted	Filed	Ordered	Responded	Updated
Classified	Generated	Organized	Reviewed	Validated
Coded	Incorporated	Prepared	Routed	Verified
Collected	Inspected	Processed	Scheduled	
Compiled	Logged	Provided	Screened	

## Research Skills

Analyzed	Determined	Formulated	Measured	Surveyed
Clarified	Diagnosed	Gathered	Organized	Systematized
Collected	Evaluated	Inspected	Researched	Tested
Compared	Examined	Interviewed	Reviewed	
Conducted	Experimented	Invented	Searched	
Critiqued	Explored	Investigated	Solved	
Detected	Extracted	Located	Summarized	

## Teaching Skills

Adapted	Coordinated	Explained	Instilled	Taught
Advised	Critiqued	Facilitated	Instructed	Tested
Clarified	Developed	Focused	Motivated	Trained
Coached	Enabled	Guided	Persuaded	Transmitted
Communicated	Encouraged	Individualized	Simulated	Tutored
Conducted	Evaluated	Informed	Stimulated	

## Technical Skills

Adapted	Conserved	Developed	Overhauled	Restored
Applied	Constructed	Engineered	Programmed	Specialized
Assembled	Converted	Fabricated	Regulated	Standardized
Built	Debugged	Installed	Remodeled	Troubleshooted
Calculated	Designed	Maintained	Repaired	Upgraded
Computed	Determined	Operated	Replaced	Utilized

# Adjective & Adverb List

academic (ally)  
accurate (ly)  
active (ly)  
adventurous (ly)  
aggressive (ly)  
alert  
ambitious (ly)  
analytical (ly)  
artistic (ly)  
assertive (ly)  
attractive (ly)  
bold (ly)  
broad-minded (ly)  
businesslike  
calm (ly)  
capable (ably)  
careful (ly)  
cautious (ly)  
challenging  
cheerful (ly)  
clever (ly)  
competent (ly)  
competitive (ly)  
confident (ly)  
conscientious (ly)  
conservative (ly)  
considerate (ly)  
consistent (ly)  
cooperative (ly)  
courageous (ly)  
creative (ly)  
curious (ly)  
deliberate (ly)  
determined  
dignified  
discreet (ly)  
dominant (ly)  
eager (ly)  
easygoing  
efficient (ly)  
energetic (ly)  
enormous (ly)  
fair-minded  
farsighted  
firm (ly)  
flexible (ibly)  
forceful (ly)  
formal (ly)  
frank (ly)  
friendly  
generous (ly)  
good-natured (ly)  
healthy  
helpful (ly)  
high (ly)  
honest (ly)  
huge  
humorous (ly)  
imaginative (ly)  
imposing  
independent (ly)  
individualistic  
industrious (ly)  
informal (ly)  
intellectual (ly)  
intelligent (ly)  
inventive  
Kind (ly)  
Large (ly)  
leisurely  
liberal (ly)  
likable  
logical (ly)  
loyal (ly)  
mammoth  
mature (ly)  
methodical (ly)  
meticulous (ly)  
mild (ly)  
moderate (ly)  
modest (ly)  
motivated  
natural (ly)  
obliging (ly)  
opportunistic  
optimistic (ally)  
organized  
original (ly)  
outgoing  
painstaking (ly)  
patient (ly)  
persevering  
pleasant (ly)  
poised  
polite (ly)  
practical (ly)  
precise (ly)  
progressive (ly)  
prudent (ly)  
purposeful (ly)  
quick (ly)  
quiet (ly)  
rational (ly)  
realistic (ally)  
reflective (ly)  
relaxed  
reliable (ably)  
reserved  
resourceful (ly)  
responsible (ibly)  
robust (ly)  
self-confident (ly)  
self-controlled  
sensible (ibly)  
sensitive (ly)  
serious (ly)  
significant (ly)  
sincere (ly)  
sociable (ably)  
spontaneous (ly)  
stable  
steady (ily)  
strong (ly)  
strong-minded  
successful (ly)  
supportive  
tactful (ly)  
teachable  
tenacious (ly)  
thorough (ly)  
thoughtful (ly)  
tolerant (ly)  
tough  
trustworthy  
unaffected  
understanding (ly)  
unexcitable (ably)  
uninhibited (ly)  
verbal (ly)  
versatile  
warm (ly)  
wise (ly)  
witty (ily)

# Transferable Skills for Your Resume and Cover Letter

Doing a good job of marketing your job skills within your resume and cover letter can increase the likelihood of obtaining an interview or job offer. Job skills can be organized into various categories or skill sets that can be used to demonstrate how skills that have been learned and applied in one job situation can be transferred and applied to a similar or new job or career.

Below is a list of five broad skill areas, which are divided into more specific job skills:

## Communication:

- Speaking effectively
- Expressing ideas
- Negotiating
- Reporting information
- Writing concisely
- Persuading
- Interviewing
- Describing feelings
- Presenting information
- Listening attentively
- Editing
- Facilitating discussion
- Providing feedback

## Research and Planning:

- Forecasting, predicting
- Brainstorming alternatives
- Solving problems
- Defining needs
- Designing
- Concluding
- Creating ideas
- Identifying resources
- Setting goals
- Analyzing
- Prioritizing
- Identifying problems
- Gathering information
- Extracting important information
- Developing evaluation strategies

## Human Relations:

- Developing rapport
- Listening
- Motivating
- Entertaining
- Counseling
- Training
- Negotiating
- Working on a team
- Providing support
- Delegating with respect
- Representing others
- Teaching
- Selling/Marketing
- Translating
- Perceiving feelings
- Conveying feelings
- Asserting
- Cooperating
- Supervising
- Mediating
- Delegating

## Organization, Management, and Leadership:

- Initiating new ideas
- Handling details
- Coaching
- Selling ideas or products
- Analyzing
- Building/Leading a team
- Coordinating tasks
- Delegating responsibility
- Counseling
- Decision making
- Diagnosing
- Holding others accountable
- Managing groups
- Teaching
- Promoting change
- Managing conflict
- Troubleshooting
- Prioritizing

## General Work:

- Implementing decisions
- Being punctual
- Meeting goals
- Setting and meeting deadlines
- Calculating
- Troubleshooting
- Budgeting/Accounting
- Assembling
- Cooperating
- Managing time
- Enlisting help
- Developing databases, spreadsheets
- Keyboarding
- Researching
- Gathering data
- Enforcing policies
- Attending to detail
- Accepting responsibility
- Making decisions
- Organizing
- Desktop publishing
- Sketching/Drawing
- Maintaining equipment
- Repairing