

Action Verbs and 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

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

Analytical/Financial

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

Assist
Collaborate
Contribute
Cooperate
Coordinate
Help
Involve
Participate
Share
Support
Uphold

Organizational

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

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

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

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

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

Technical

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

Quantifying

Cut
Decrease
Eliminate
Increase
Lessen
Lower
Maximize
Minimize
Raise
Reduce

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

Initiative

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

(Adapted from:
www.quintcareers.com/action_skills.html)