



Action Verbs/Adverbs for top skills

Action verbs are a good way to describe **transferable skills** that you have developed. Transferable skills can transfer from one job or occupation to another. Listed below are action verbs that describe skills that employers most desire according to the National Association of Colleges and Employers. This list is intended to be a starting point and is not a complete listing of verbs or skills.

Communication Skills (Verbal and Written)..... #1 skill desired by employers

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote

Interpersonal Skills (relate well to others)

Accommodated	Contributed	Moderates	Reconciled
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arrange	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught

Organizational Skills (detail oriented)

Approved	Distributed	Prepared	Set up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

Analytical Skills

Adapted	Critiqued	Examined	Solved
Analyzed	Design	Identified	Standardized
Applied	Develop	Interpreted	Studied
Calculated	Devised	Investigated	Summarized
Clarified	Diagnosed	Replaced	Surveyed
Compared	Evaluated	Researched	Tested
Computed	Engineered	Reviewed	

Teamwork Skills (work well with others)

Aided	Counseled	Facilitated	Represented
Assisted	Demonstrated	Familiarized	Supported
Coached	Educated	Guided	Volunteered
Collaborated	Encouraged	Motivated	
Coordinated	Established	Referred	

Content skills are skills that are specific to a job or occupation. For instance, an Aviation major (professional pilot) develops specific technical skills that are relevant to his/her field of study. Another example might be a Health Education and Promotion major who develops specific technical skills through CPR certification.

Employers have listed “Computer Skills” as one of their desired skills. Below is an example of how you might describe your computer skills with and without action verbs.

Computer Skills (as a transferable skill – WITH action verbs)

Adapted	Developed	Installed	Repaired
Analyzed	Diagnosed	Managed	Solved
Assembled	Engineered	Maintained	Standardized
Built	Executed	Operated	Systematized
Calculated	Extracted	Organized	Tested
Computed	Fabricated	Overhauled	Upgraded
Conducted	Identified	Programmed	Utilized

Computer Skills (as a content skill – WITHOUT action verbs)

Microsoft Access	Mac Operating System	Adobe Illustrator	DUATS —Direct User
Adobe PageMaker	Windows NT	Microsoft Excel	Access Terminal
PowerPoint	workstation		System

Sometimes referred to as personality traits or personal qualities, **self-management skills**, are the skills you use to adapt and survive. Using adverbs is a good way to communicate these skills. Below are listed four self-management skills that employers desire and adverbs that describe these skills.

Honesty/Integrity

Candidly	Dependably	Honestly	Straightforwardly
Clearly	Directly	Openly	Truthfully
Consistently	Faithfully	Reliably	Unfailingly

Strong Work Ethic

Capably	Efficiently	Professionally	Regularly
Competently	Dependably	Proficiently	Resourcefully

Motivation/Initiative

Cheerfully	Enthusiastically	Imaginatively	Originally
Cleverly	Gladly	Ingeniously	Passionately
Creatively	Happily	Inventive	

Flexibility/Adaptability

Adaptable	Flexibly	Neutrally
Adjustable	Independently	Objectively
Fairly	Impartially	Open-mindedly

Below is an example of how to incorporate these **action verbs** & **adverbs** into bulleted skill statements on your resume. Note that each skill statement begins with an action verb & that adverbs are used to describe how the person does things.

RELEVANT WORK EXPERIENCE

Shift Leader	August 2006-Present
Chili’s Restaurant	Stillwater, Oklahoma

- **Explained** policies and procedures and **provided** guidance to new wait staff
- **Received** promotion in January 2007 for **efficiently** managing my time
- **Cheerfully promoted** nightly specials and answered guest questions
- **Mediated** conflict between staff members and occasionally guests



More Action Verbs

Action verbs are a good way to describe what you can do and what skills you have developed. Listed below are action verbs that describe more skill areas...

Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

Research Skills

Analyzed	Extracted	Systematized	Devised
Clarified	Identified	Tested	Engineered
Collected	Interpreted	Adapted	Fabricated
Compared	Interviewed	Applied	Installed
Conducted	Investigated	Assembled	Maintained
Critiqued	Located	Built	Operated
Diagnosed	Organized	Calculated	Overhauled
Evaluated	Researched	Computed	Programmed
Examined	Reviewed	Standardized	Upgraded
Gathered	Solved	Studied	Utilized
Remodeled	Summarized	Designed	
Repaired	Surveyed	Developed	

Teaching Skills

Adapted	Developed	Facilitated	Instructed
Advised	Enabled	Focused	Persuaded
Coached	Encouraged	Guided	Stimulated
Communicated	Evaluated	Individualized	Trained
Coordinated	Explained	Informed	Tutored

Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	Instituted	Proposed
Authored	Established	Integrated	Researched
Composted	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studies

Leadership Skills

Administered	Delegated	Governed	Selected
Allocated	Designated	Hired	Settled
Appointed	Directed	Led	Signed
Approved	Disapproved	Managed	Specified
Assigned	Discharged	Oversaw	Sponsored
Authorized	Encouraged	Presided	Stipulated
Awarded	Enforced	Recommended	Supervised
Conducted	Evaluated	Regulated	
Controlled	Executed	Required	