

# Transferable Skills & Action Verbs

## TRANSFERABLE SKILLS

Transferable skills are those that can be applied in multiple work settings. Consider incorporating them, in addition to those that are specific to your intended career field, by providing examples of when you have successfully used them in your bulleted accomplishment statements. Some examples of transferable skills include the following:

<b>CLERICAL</b>	<b>CREATIVE</b>	<b>HUMAN RELATIONS</b>	<b>PUBLIC RELATIONS</b>	<b>RESEARCH</b>	<b>TRAINING</b>
Bookkeeping	Designing	Advising	Conducting	Assessing	Adapting
Classifying	Developing	Assisting	Consulting	Calculating	Communicating
Collecting	Establishing	Counseling	Informing	Collecting	Demonstrating
Compiling	Illustrating	Empathizing	Planning	Diagnosing	Enabling
Computing	Imagining	Facilitating	Presenting	Evaluating	Encouraging
Examining	Improvising	Guiding	Promoting	Examining	Evaluating
Filing	Inventing	Listening	Representing	Extrapolating	Explaining
Organizing	performing	Motivating	Responding	Interviewing	Instructing
Recording	Revitalizing	Representing	Researching	Investigating	Planning
Word processing	Visualizing	Serving	Writing	Synthesizing	Stimulating
<b>COMMUNICATION</b>	<b>FINANCIAL</b>	<b>MANAGEMENT</b>	<b>PROBLEM SOLVING</b>	<b>TECHNICAL</b>	
Editing	Accounting	Communicating	Analyzing	Adjusting	
Explaining	Administering	Consulting	Appraising	Aligning	
Influencing	Allocating	Coordinating	Diagnosing	Assembling	
Interpreting	Auditing	Delegating	Examining	Drafting	
listening	Balancing	Directing	Executing	Engineering	
Mediating	Calculating	Evaluating	Planning	Installing	
Promoting	Forecasting	Leading	Proving	Observing	
Speaking	Investing	Negotiating	Reasoning	Operating	
Translating	Projecting	Persuading	Recognizing	Programming	
Writing		Planning	Validating	Repairing	

## ACTION VERBS

Beginning each bulleted accomplishment statement with a strong action verb helps to highlight your successes and allows a reader to get a sense of your skills by scanning the page prior to reading each individual bullet point. It is a good idea to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to help get you started.

<b>A</b>	Consulted	Evaluated	Integrated	Planned	<b>S</b>
Achieved	Contrasted	Examined	Intended	Posted	Scheduled
Acted	Controlled	Executed	Interviewed	Prepared	Selected
Adapted	Converted	Expanded	invented	Prescribed	Separated
Adjusted	Convinced	Expedited	Investigated	Presented	Served
Administered	Coordinated	<b>F</b>	<b>L</b>	Priced	Serviced
Advanced	Counseled	Facilitated	Launched	Processed	Set up
Advised	Counted	Filed	Lectured	Produced	Simplified
Altered	Created	Filled	Led	Promoted	Sold
Analyzed	Cultivated	Forecasted	Liaised	Proposed	Solved
Appraised	<b>D</b>	Formulated	Logged	Protected	Specified
Arranged	Decided	Fostered	<b>M</b>	Provided	Started
Assembled	Decreased	Fulfilled	Maintained	Purchased	Strategized
Assessed	Defined	<b>G</b>	Managed	<b>R</b>	Streamlined
Audited	Delivered	Gained	Manufactured	Realized	Strengthened
<b>B</b>	Demonstrated	Gathered	Marketed	Received	Studied
Balanced	Designed	Generated	Measured	Recommended	Summarized
Budgeted	Detected	Grew	Mediated	Reconciled	Supervised
Built	Determined	Guided	Mentored	Recorded	Supplied
<b>C</b>	Developed	<b>H</b>	Migrated	Recruited	Supported
Calculated	Devised	Handled	Minimized	Redesigned	<b>T</b>
Calibrated	Diagnosed	Headed	Monitored	Reduced	Tested
Categorized	Differentiated	Hired	Motivated	Referred	Tracked
Charted	Distributed	<b>I</b>	<b>N</b>	Removed	Trained
Classified	Documented	Identified	Negotiated	Reorganized	Transformed
Coached	Doubled	Illustrated	<b>O</b>	Repaired	Translated
Collected	Drafted	Implemented	Obtained	Reported	Troubleshoot
Combined	<b>E</b>	Improved	Operated	Represented	<b>U</b>
Communicated	Edited	Increased	Orchestrated	Researched	Updated
Compiled	Eliminated	Influenced	Ordered	Resolved	Upgraded
Composed	Encouraged	Informed	Organized	Restructured	<b>V</b>
Computed	Engineered	Initiated	Originated	Revamped	Verified
Conducted	Enhanced	Inspected	Oversaw	Reviewed	<b>W</b>
Configured	Ensured	Installed	<b>P</b>	Revised	Weighted
Consolidated	Established	Instituted	Performed	Revitalized	Wired
Constructed	Estimated	Instructed	Persuaded	Routed	Won