



Action Verbs by Skill Categories

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

Interpersonal Skills (relate well to others)

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

Organizational Skills (detail oriented)

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

Analytical Skills

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

Teamwork Skills (work well with others)

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

Management Skills

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

Research Skills

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



Action Verbs by Skill Categories

(continued)

Teaching Skills

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

Creative Skills

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

Leadership Skills

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

Computer Skills (as a transferable skill – using 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 technical skill – WITHOUT action verbs)

Microsoft Access	Mac Operating System	Microsoft Excel
Adobe PageMaker	Windows NT workstation	DUATS —Direct User
PowerPoint	Adobe Illustrator	Access Terminal 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. These are typically used with other action verbs.

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