

Transferable Skill Sets and Action Verbs

Communication Skills

Arranged
 Authored
 Collaborated
 Communicated
 Composed
 Consulted
 Contacted
 Conveyed
 Convinced
 Corresponded
 Debated
 Defined
 Described
 Developed
 Discussed
 Drafted
 Edited
 Explained
 Interviewed
 Marketed
 Mediated
 Moderated
 Participated
 Presented
 Promoted
 Publicized
 Resolved
 Responded
 Summarized

Creative Skills

Acted
 Created
 Customized
 Designed
 Developed
 Directed
 Displayed
 Fashioned
 Illustrated
 Initiated
 Integrated
 Invented
 Modeled
 Performed

Photographed
 Revitalized

Financial / Data Skills

Adjusted
 Analyzed
 Appraised
 Balanced
 Calculated
 Estimated
 Forecasted
 Measured
 Reconciled

Helping Skills

Advocated
 Assisted
 Coached
 Cooperated
 Counseled
 Demonstrated
 Educated
 Encouraged
 Facilitated
 Familiarized
 Guided
 Motivated
 Referred
 Presented
 Resolved
 Supported
 Volunteered

Leadership Skills

Analyzed
 Considered
 Consolidated
 Coordinated
 Decided
 Developed
 Directed
 Emphasized
 Enhanced
 Established
 Generated
 Improved

Incorporated
 Increased
 Initiated
 Inspected
 Managed
 Motivated
 Organized
 Planned
 Prioritized
 Produced
 Reorganized
 Reviewed
 Streamlined

Organization Skills

Arranged
 Cataloged
 Categorized
 Charted
 Classified
 Compiled
 Corresponded
 Implemented
 Incorporated
 Inspected
 Maintained
 Monitored
 Obtained
 Organized
 Prepared
 Processed
 Provided
 Responded
 Reviewed
 Scheduled
 Systematized
 Updated
 Verified

Recognition

Achieved
 Pioneered
 Succeeded
 Surpassed
 Transformed
 Won

Research Skills

Analyzed
 Conducted
 Determined
 Evaluated
 Examined
 Explored
 Identified
 Interpreted
 Investigated
 Measured
 Organized
 Researched
 Summarized

Teaching Skills

Advised
 Coached
 Communicated
 Coordinated
 Developed
 Enabled
 Encouraged
 Evaluated
 Instructed
 Motivated
 Persuaded
 Taught
 Tested
 Trained
 Tutored

Technical Skills

Adapted
 Calculated
 Computed
 Constructed
 Developed
 Programmed
 Remodeled
 Solved
 Standardized
 Utilize