

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