

## Transferable Skills & Action Words

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Transferable skills are an important component of your resume. Through different areas of involvement (academic projects, part-time jobs, internships, volunteering, campus activities, etc.), you develop many skills that can relate to any career field. As you describe these experiences, you want to accurately highlight the skills that you can offer to an employer. Throughout your resume, we encourage you to use strong action words to draw attention to these skills. Use this list of action verbs, separated by skill sets, to help get you started with the brainstorming process:

### Leadership/Management

Administer	Encourage	Integrate	Persuade
Assign	Enforce	Interview	Plan
Coach	Evaluate	Lead	Present
Coordinate	Implement	Manage	Produce
Decide	Improve	Mentor	Recruit
Delegate	Increase	Motivate	Review
Develop	Influence	Order	Schedule
Direct	Inform	Organize	Strengthen
Empower	Inspire	Oversee	Supervise

### Problem-solving/Decision-making

Adapt	Conclude	Expand	Plan
Adjust	Control	Improve	Receive
Anticipate	Deliver	Increase	Recommend
Attain	Distribute	Monitor	Reduce
Change	Eliminate	Obtain	Utilize
Complete	Establish	Perceive	Work

### Communication (Verbal & Written)

Advertise	Direct	Negotiate	Report
Arrange	Draft	Persuade	Represent
Author	Edit	Present	Respond
Collaborate	Facilitate	Promote	Review
Communicate	Interpret	Proofread	Revise
Compose	Introduce	Provide	Sell
Correspond	Market	Publicize	Summarize
Describe	Mentor	Publish	Translate
Develop	Moderate	Recruit	Write

### Computer/Technical

Assemble	Design	Lift	Program
Build	Drive	Maintain	Remodel
Calculate	Engineer	Make	Repair
Compute	Fix	Operate	Solve
Conserve	Handle	Overhaul	Treat
Construct	Install	Produce	Upgrade

### **Teamwork/Helping/Interpersonal Skills**

Advise	Encourage	Motivate	Relate
Aid	Ensure	Offer	Represent
Assist	Facilitate	Participate	Resolve
Coach	Guide	Promote	Serve
Collaborate	Help	Protect	Support
Contribute	Instruct	Provide	Teach
Coordinate	Interact	Recognize	Train
Counsel	Listen	Refer	Tutor
Educate	Mediate	Rehabilitate	Volunteer

### **Analytical/Quantitative/Research**

Analyze	Examine	Learn	Solve
Assess	Experiment	Observe	Study
Clarify	Extract	Organize	Summarize
Collect	Formulate	Predict	Survey
Critique	Hypothesize	Process	Synergize
Determine	Identify	Prove	Synthesize
Diagnose	Inspect	Question	Systematize
Discover	Interpret	Reason	Test
Dissect	Interview	Research	Troubleshoot
Evaluate	Investigate	Review	Weigh

### **Initiative/Flexibility/Adaptability/Creativity**

Act	Display	Institute	Photograph
Adapt	Draw	Integrate	Plan
Compose	Establish	Interpret	Play
Conduct	Express	Introduce	Print
Create	Fashion	Invent	Publicize
Customize	Illustrate	Model	Revitalize
Design	Imagine	Originate	Show
Develop	Initiate	Paint	Sketch
Direct	Innovate	Perform	Write

### **Detail-oriented/ Organizational Ability**

Administer	Compute	Log	Retrieve
Approve	Define	Manipulate	Review
Arrange	Dispense	Monitor	Schedule
Audit	Distribute	Operate	Select
Budget	Estimate	Organize	Sort
Calculate	Execute	Prepare	Specify
Catalog	File	Process	Summarize
Check	Gather	Purchase	Supply
Classify	Generate	Raise	Systematize
Collect	Implement	Reconcile	Transcribe
Compile	Inspect	Record	Validate