

Using action verbs in a resume can give your future employer a better understanding of your skills and qualifications. Use action verbs such as provided, taught, created, and supervised in your descriptions. Identify and describe relevant ***transferable skills***. Examples of transferable skills are: communication skills used when employed as a bank teller and teaching skills used when volunteering at a children’s museum.

Try to use a variety of “past tense” verbs to avoid repetition if similar responsibilities occurred in more than one job.

**Management & Leadership Skills**

administered	coordinated	delegated	improved	planned
supervised	developed	developed	assigned	directed
initiated	produced	led	established	managed
scheduled	organized	facilitated		

**Communication & People Skills**

interacted	conferred	referred	participated	explained
clarified	lectured	collaborated	defined	formulated
listened	consulted	described	developed	directed
communicated	wrote	represented		

**Research Skills**

analyzed	clarified	researched	collected	formulated
compared	gathered	searched	conducted	identified
critiqued	detected	determined	interviewed	diagnosed
evaluated	investigated	located	organized	

**Technical Skills**

adapted	developed	clarified	replaced	maintained
solved	specialized	converted	studied	utilized
designed	maintained	determined	remodeled	restored

**Teaching Skills**

tutored	facilitated	coordinated	conducted	transmitted
motivated	trained	instructed	evaluated	coached
encouraged	individualized	clarified	taught	developed
adapted				

**Financial & Data Skills**

purchased	prepared	planned	assessed	measured
administered	projected	forecasted	managed	appraised

**Creative Skills**

designed	adapted	originated	began	performed
initiated	composed	revitalized	created	conceptualized
reshaped				

**Helping Skills**

served	adapted	coached	advocated	collaborated
contributed	assessed	diagnosed	assisted	rehabilitated
cared for	educated	advised	served	

**Organization & Detail Skills**

compiled	organized	reviewed	prepared	processed
scheduled	distributed	maintained	provided	charted
executed	monitored	generated	collected	implemented
ordered	conducted			