Action Verb List

Communication/People Skills

Addressed	Conveyed	Formulated	Moderated	Reported
Advertised	Convinced	Furnished	Negotiated	Resolved
Arbitrated	Corresponded	Incorporated	Observed	Responded
Arranged	Debated	Influenced	Outlined	Solicited
Articulated	Defined	Interacted	Participated	Specified
Authored	Developed	Interpreted	Persuaded	Spoke
Clarified	Directed	Interviewed	Presented	Suggested
Collaborated	Discussed	Involved	Promoted	Summarized
Communicated	Drafted	Joined	Proposed	Synthesized
Composed	Edited	Judged	Publicized	Translated
Condensed	Elicited	Lectured	Reconciled	Wrote
Conferred	Enlisted	Listened	Recruited	
Consulted	Explained	Marketed	Referred	
Contacted	Expressed	Mediated	Reinforced	

Creative Skills

Acted	Created	Entertained	Instituted	Performed
Adapted	Customized	Established	Integrated	Photographed
Began	Designed	Fashioned	Introduced	Planned
Combined	Developed	Formulated	Invented	Revised
Composed	Directed	Founded	Modeled	Revitalized
Conceptualized	Displayed	Illustrated	Modified	Shaped
Condensed	Drew	Initiated	Originated	Solve

Data/Financial Skills

Administered	Audited	Corrected	Marketed	Projected
Adjusted	Balanced	Determined	Measured	Qualified
Allocated	Budgeted	Developed	Netted	Reconciled
Analyzed	Calculated	Estimated	Planned	Reduced
Appraised	Computed	Forecasted	Prepared	Researched
Assessed	Conserved	Managed	Programmed	Retrieved

Helping Skills

Adapted	Coached	Encouraged	Insured	Resolved
Advocated	Collaborated	Ensured	Intervened	Simplified
Aided	Contributed	Expedited	Motivated	Supplied
Answered	Cooperated	Facilitated	Prevented	Supported
Arranged	Counseled	Familiarized	Provided	Volunteered
Assessed	Demonstrated	Furthered	Referred	
Assisted	Diagnosed	Guided	Rehabilitated	
Clarified	Educated	Helped	Represented	

Management/Leadership Skills

Administered	Appointed	Assigned	Authorized	Considered
Analyzed	Approved	Attained	Chaired	Consolidated

Contracted	Enforced	Incorporated	Organized	Replaced
Controlled	Enhanced	Increased	Originated	Restored
Converted	Established	Initiated	Overhauled	Reviewed
Coordinated	Executed	Inspected	Oversaw	Scheduled
Decided	Generated	Instituted	Planned	Secured
Delegated	Handled	Led	Presided	Selected
Developed	Headed	Managed	Prioritized	Streamlined
Directed	Hired	Merged	Produced	Strengthened
Eliminated	Hosted	Motivated	Recommended	Supervised
Emphasized	Improved	Navigated	Reorganized	Terminated

Organizational Skills

Approved	Corrected	Maintained	Purchased	Submitted
Arranged	Corresponded	Monitored	Recorded	Supplied
Catalogued	Distributed	Obtained	Registered	Standardized
Categorized	Executed	Operated	Reserved	Systematized
Charted	Filed	Ordered	Responded	Updated
Classified	Generated	Organized	Reviewed	Validated
Coded	Incorporated	Prepared	Routed	Verified
Collected	Inspected	Processed	Scheduled	
Compiled	Logged	Provided	Screened	

Research Skills

Analyzed	Determined	Formulated	Measured	Surveyed
Clarified	Diagnosed	Gathered	Organized	Systematized
Collected	Evaluated	Inspected	Researched	Tested
Compared	Examined	Interviewed	Reviewed	
Conducted	Experimented	Invented	Searched	
Critiqued	Explored	Investigated	Solved	
Detected	Extracted	Located	Summarized	

Teaching Skills

Adapted	Coordinated	Explained	Instilled	Taught
Advised	Critiqued	Facilitated	Instructed	Tested
Clarified	Developed	Focused	Motivated	Trained
Coached	Enabled	Guided	Persuaded	Transmitted
Communicated	Encouraged	Individualized	Simulated	Tutored
Conducted	Evaluated	Informed	Stimulated	

Technical Skills

Adapted	Debugged	Operated	Restored
Applied	Designed	Overhauled	Solved
Assembled	Determined	Printed	Specialized
Built	Developed	Programmed	Standardized
Calculated	Engineered	Rectified	Studied
Computed	Fabricated	Regulated	Upgraded
Conserved	Fortified	Remodeled	Utilize
Constructed	Installed	Repaired	
Converted	Maintained	Replaced	

Adjective & Adverb List

academic (ally)
accurate (ly)
active (ly)
adventurous (ly)
aggressive (ly)
alert (ly)
ambitious (ly)
analytical (ly)
artistic (ly)
assertive (ly)
attractive (ly)
bold (ly)
broad-minded (ly)
businesslike
calm (ly)
capable (ably)
careful (ly)
cautious (ly)
challenging (ly)
cheerful (ly)
clever (ly)
competent (ly)
competitive (ly)
confident (ly)
conscientious (ly)
conservative (ly)
considerate (ly)
consistent (ly)
cooperative (ly)
courageous (ly)
creative (ly)
curious (ly)
deliberate (ly)
determined (ly)
dignified (ly)
discreet (ly)
dominant (ly)
eager (ly)
easygoing (ly)
efficient (ly)
energetic (ly)
enormous (ly)
fair-minded (ly)
farsighted (ly)
firm (ly)
flexible (ibly)
forceful (ly)
formal (ly)

frank (ly)
friendly (ly)
generous (ly)
good-natured (ly)
healthy (ly)
helpful (ly)
high (ly)
honest(ly)
huge
humorous (ly)
imaginative (ly)
imposing
independent (ly)
individualistic
industrious (ly)
informal (ly)
intellectual (ly)
intelligent (ly)
inventive
kind
large
leisurely
liberal (ly)
likable
logical (ly)
loyal (ly)
mammoth
mature (ly)
methodical (ly)
meticulous (ly)
mild (ly)
moderate (ly)
modest (ly)
motivated (ly)
natural (ly)
obliging (ly)
opportunistic
optimistic (ally)
organized
original
outgoing
painstaking (ly)
patient (ly)
persevering
pleasant (ly)
poised
polite (ly)
practical (ly)

precise (ly)
progressive (ly)
prudent (ly)
purposeful (ly)
quick (ly)
quiet (ly)
rational (ly)
realistic (ally)
reflective (ly)
relaxed
reliable (ably)
reserved
resourceful (ly)
responsible (ibly)
robust (ly)
self-confident(ly)
self-controlled
sensible (ibly)
sensitive (ly)
serious (ly)
significant (ly)
sincere (ly)
sociable (ably)
spontaneous (ly)
stable
steady (ily)
strong (ly)
strong-minded
successful (ly)
supportive
tactful (ly)
teachable
tenacious (ly)
thorough (ly)
thoughtful (ly)
tolerant (ly)
tough
trustworthy
unaffected
understanding (ly)
unexcitable (ably)
uninhibited (ly)
verbal (ly)
versatile
warm (ly)
wise (ly)
witty (ily)
zany (ily)

Transferable Skills for Your Resume and Cover Letter

Marketing your job skills well within your resume and cover letter can increase the likelihood of obtaining an interview or job offer. Job skills can be organized into various categories or skill sets that can be used to demonstrate how skills that have been learned and applied in one job situation can be transferred and applied to a similar or new job or career.

Below is a list of five broad skill areas, which are divided into more specific job skills:

Communication:
- Speaking effectively
- Expressing ideas
- Negotiating
- Reporting information
- Writing concisely
- Persuading
- Interviewing
- Describing feelings
- Presenting information
- Listening attentively
- Editing
- Facilitating discussion
- Providing feedback

Research and Planning:
- Forecasting, predicting
- Brainstorming alternatives
- Solving problems
- Defining needs
- Designing
- Concluding
- Creating ideas
- Identifying resources
- Setting goals
- Analyzing
- Prioritizing
- Identifying problems
- Gathering information
- Extracting important information
- Developing evaluation strategies

Human Relations:
- Developing rapport
- Listening
- Motivating
- Entertaining
- Counseling
- Training
- Negotiating
- Working on a team
- Providing support
- Delegating with respect
- Representing others
- Teaching
- Selling/Marketing
- Translating
- Perceiving feelings
- Conveying feelings
- Asserting
- Cooperating
- Supervising
- Mediating
- Delegating

Organization, Management, and Leadership:
- Initiating new ideas
- Handling details
- Coaching
- Selling ideas or products
- Analyzing
- Building/Leading a team
- Coordinating tasks
- Delegating responsibility
- Counseling
- Decision making
- Diagnosing
- Holding others accountable
- Managing groups
- Teaching
- Promoting change
- Managing conflict
- Troubleshooting
- Prioritizing

General Work:
- Implementing decisions
- Being punctual
- Meeting goals
- Setting and meeting deadlines
- Calculating
- Troubleshooting
- Budgeting/Accounting
- Assembling
- Cooperating
- Managing time
- Enlisting help
- Developing databases, spreadsheets
- Keyboarding
- Researching
- Gathering data
- Enforcing policies
- Attending to detail
- Accepting responsibility
- Making decisions
- Organizing
- Desktop publishing
- Sketching/Drawing
- Maintaining equipment
- Repairing