Action Verbs & Transferrable Skills

**Action Verbs:**
The words that you use to describe your experience, activities and other categories should convey skills that you have developed and what you have to offer an employer. To do this, you need to use strong action verbs and self-descriptive words. This will help to get the potential employers’ attention.

- acquired
- adapted
- administer
- analyze
- approve
- audited
- completed
- conceived
- conduct
- control
- coordinate
- created
- delegate
- demonstrated
- develop
- direct
- eliminated
- established
- evaluate
- expanded
- expedited
- expertise in
- facilitated
- familiar with
- founded
- generate
- honored as
- identified
- implemented
- improve
- increased
- influence
- instrumental
- interpret
- launched
- lead
- liaison
- maintained
- motivated
- organize
- originate
- participated in
- perform
- pinpointed
- plan
- proficient
- program
- promoted to
- proposed
- proved
- provide
- recommend
- recruited
- reduced
- remodeled
- reorganized
- responsible
- review
- revise
- traveled
- schedule
- set up
- simplify
- solve
- specialized
- strategy
- streamline
- structure
- supervise
- support
- teach
- tracked
- trained
- translated
- worked closely with
**Transferrable Skills:**
Transferrable Skills are those that can be used at almost any job, and that you have gained through many of your experiences. Employers want to see the skills that you bring with you to a position. Below are some examples that have been identified by employers as being particularly salient.

1. Analytical skills
2. Communication Skills
3. Computer skills
4. Creativity
5. Detail-oriented
6. Entrepreneurial skills/risk-taker
7. Flexibility/adaptability
8. Friendly/outgoing personality
9. Honesty/integrity
10. Interpersonal skills (relates well to others)
11. Leadership and management skills
12. Motivation/initiative
13. Organizational and time management skills
14. Real Life Experiences
15. Self-confidence
16. Strong work ethic
17. Tactfulness
18. Teamwork skills (works well with others)
19. Technical Skills
20. Well-mannered/polite