

Action Words

These words can be used to describe the experience or skills you have, or simply provide ways to think about some of the things you have done. They are especially useful in functional resumes.

Accomplished	Cooked	Formulated	Observed	Screened
Accelerated	Cooperated	Founded	Obtained	Sculpted
Achieved	Coordinated	Fund-raised	Opened	Selected
Acted	Counseled		Operated	Served
Adapted	Created	Gathered	Ordered	Serviced
Adjusted	Cultivated	Generated	Organized	Set criteria
Administered		Governed	Originated	Set up
Advertised	Decided	Grouped		Shipped
Advised	Defined	Guided	Packed	Sold
Affected	Delegated		Participated	Solved
Aided	Delivered	Handled	Perceived	Standardized
Analyzed	Demonstrated	Harmonized	Performed	Started
Anticipated	Derived	Headed	Persuaded	Stimulated
Applied	Designed	Hired	Planned	Streamlined
Appraised	Detailed		Prepared	Strengthened
Approached	Determined	Identified	Presented	Structured
Approved	Developed	Illustrated	Problem-solved	Succeeded
Arranged	Devised	Implemented	Processed	Summarized
Assembled	Diagnosed	Improved	Produced	Supervised
Assessed	Directed	Increased	Programmed	Supported
Assigned	Discovered	Indexed	Projected	Surveyed
Assisted	Dispensed	Influenced	Promoted	Synthesized
Audited	Distributed	Informed	Proposed	Systemized
	Doubled	Initiated	Proved	
Balanced	Drafted	Innovated	Provided	Taught
Billed	Drew up	Inspected	Publicized	Team-built
Blasted	Drilled	Installed	Published	Terminated
Bound		Instituted	Punched	Tested
Briefed	Edited	Instructed	Purchased	Trained
Budgeted	Educated	Integrated		Transferred
Built	Eliminated	Interviewed	Received	Translated
	Employed	Introduced	Recommended	Transmitted
Calculated	Enabled	Invented	Recorded	Treated
Cared for	Enforced	Investigated	Recruited	Trimmed
Carried out	Engaged		Rectified	Tripled
Catalogued	Enlarged	Launched	Re-designed	Tuned
Chaired	Engineered	Learned	Reduced	Tutored
Clarified	Entertained	Led	Referred	Typed
Cleaned	Equipped	Logged	Regulated	
Coached	Established		Reinforced	Unified
Collaborated	Evaluated	Maintained	Renewed	Unraveled
Communicated	Examined	Managed	Reorganized	Updated
Compiled	Exchanged	Manipulated	Repaired	Upgraded
Completed	Executed	Mapped	Reported	Utilized
Composed	Expanded	Marketed	Represented	
Computed	Expedited	Mediated	Researched	Vacated
Conceived	Experienced	Merchandised	Reshaped	Verified
Conciliated		Moderated	Resolved	
Conducted	Facilitated	Modified	Restored	Waged
Constructed	Familiarized	Monitored	Reviewed	Widened
Consulted	Farmed	Motivated	Revised	Withdrew
Contracted	Fashioned			Won
Controlled	Filed	Negotiated	Scanned	Worked
Convinced	Formed	Notified	Scheduled	Wrote

Transferable Skill Words

Adapting
Administering
Advising
Analyzing
Answering
Applying
Appraising
Arranging
Budgeting
Building
Calculating
Classifying
Communicating
Comparing
Competing
Compiling
Completing
Conceiving
Conceptualizing
Conducting
Confronting
Controlling
Coordinating
Corresponding
Creating
Criticizing
Dealing with deadlines
Dealing with pressure
Dealing with unknowns
Debating
Decision-making
Defining
Delegating
Demonstrating
Developing
Diagnosing
Directing
Earning
Editing
Enforcing
Empathizing
Establishing
Estimating
Evaluating
Examining
Exchanging
Executing

Expediting
Experimenting
Explaining
Facilitating
Filing
Finding
Following directions
Following through
Gathering data
Handling complaints
Handling detail work
Handling paperwork
Handling responsibility
Helping
Imagining
Improving
Influencing
Informing
Initiating
Innovating
Inspiring
Instructing
Integrating
Interpreting
Interviewing
Investigating
Judging
Keeping records
Leading
Learning
Lecturing
Listening
Making things
Measuring
Mediating
Memorizing
Motivating
Negotiating
Observing
Operating
Organizing
Overcoming
Participating
Performing
Persevering
Persuading
Planning

Predicting
Preparing
Presenting
Problem solving
Promoting
Proposing
Questioning
Reading
Reasoning
Remembering
Reporting
Researching
Responding
Reviewing
Revising
Rewriting
Risking
Selling
Setting goals
Serving
Sizing up situations
Speaking
Stimulating
Systemizing
Testing results
Thinking
Tolerating
Translating
Traveling
Trouble shooting
Typing
Understanding
Using common sense
Using feedback
Using tact
Using visual aids
Working hard
Working independently
Working in a group
Working with ideas
Working with machines
Working with numbers
Working with people
Working with precision
Writing