



Check out the “[Résumés and Cover Letters](#)” online learning journey for more tips and techniques:

- Explore the advantages of customizing application materials to each opportunity.
- Create a résumé repository.
- Draft targeted résumés and cover letters for your top three opportunities.
- Request feedback from your career services office (ELCS).

## ACTION WORDS

### Accomplishments

Achieved  
Completed  
Expanded  
Exceeded  
Improved  
Pioneered  
Reduced (losses)  
Resolved (issues)  
Restored  
Spearheaded  
Succeeded  
Surpassed  
Transformed  
Won

### Communication

Addressed  
Advertised  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Defined  
Described  
Developed  
Directed  
Discussed  
Documented  
Drafted

Edited  
Educated  
Elicited  
Enlisted  
Established  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Reinforced  
Reported  
Resolved  
Responded  
Solicited  
Specified  
Suggested  
Summarized  
Synthesized

### Creating

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

### Financial/Data

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed

Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Generated  
Marketed  
Measured  
Planned  
Prepared  
Programmed  
Projected  
Reduced  
Researched  
Retrieved

### Helping

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Counseled  
Cultivated  
Demonstrated  
Diagnosed  
Educated  
Encouraged

Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported

**Management/ Leadership**

Administered  
Advised  
Analyzed  
Appointed  
Approved  
Assigned  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Counseled  
Decided  
Delegated  
Determined  
Developed  
Directed  
Disseminated  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Ensured  
Established  
Examined  
Executed  
Explained  
Generated  
Governed  
Guided  
Handled  
Hired  
Hosted  
Improved  
Increased

Influenced  
Initiated  
Inspected  
Inspired  
Instructed  
Integrated  
Launched  
Led  
Managed  
Merged  
Motivated  
Organized  
Overhauled  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Spearheaded  
Streamlined  
Strengthened  
Supervised

**Organization/Detail**

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Corresponded  
Distributed  
Executed  
Filed  
Generated  
Implemented  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Prepared

Processed  
Provided  
Purchased  
Recorded  
Registered  
Responded  
Reviewed  
Routed  
Scheduled  
Screened  
Set up  
Submitted  
Supplied  
Standardized  
Systemized  
Updated  
Validated

**Research**

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

**Teaching**

Advised  
Clarified  
Coached  
Communicated

Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Set goals  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

**Technical**

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

## KEY TRANSFERABLE SKILLS

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### **Communication**

Active Listening  
Discussing  
Emotional Intelligence  
Inclusive Communication  
Interpersonal Communication  
Negotiating  
Nonverbal Communication  
Persuading / Influencing  
Presenting  
Public Speaking  
Reporting  
Verbal Communication  
Written Communication

### **Critical Thinking**

Analyzing  
Brainstorming  
Conceptualizing  
Decision-Making  
Diagnosing  
Forecasting  
Interpreting  
Multi-Tasking  
Researching  
Theorizing

### **Creativity & Innovation**

Brainstorming  
Designing  
Experimenting  
Improving  
Innovative Thinking  
Inquiring  
Practicing  
Prototyping  
Strategizing  
Testing / Evaluating

### **Equity & Inclusion +**

### **Community & Global Engagement**

Advocating  
Civic Engagement  
Cultural Awareness  
Diverse Thinking  
Empathy  
Experiential Learning  
Flexibility  
Global Interactions  
Inclusive Perspectives  
Openness  
Relationship-Building

### **Leadership**

Decision-Making  
Empowering  
Giving Feedback  
Instructing  
Modeling  
Motivating  
Organizing  
Managing  
Planning  
Relationship-Building  
Risk Management  
Strategic Thinking  
Supervising  
Supporting

### **Technology Skills**

Adaptability  
Decision-Making  
Efficiency  
Information Technology  
Managing Information  
Problem-Solving  
Troubleshooting  
Typing

### **Teamwork**

Collaborating  
Communicating  
Conflict Management  
Cooperating  
Coordinating  
Rapport-Building  
Respect  
Situational Awareness

### **Professionalism +**

### **Career & Self Development**

Attention to Detail  
Curiosity  
Dedication  
Goal Setting  
Growth Mindset  
Organization  
Professional Development  
Reflection  
Reliability / Dependability  
Self-Awareness  
Time Management