

Action Verbs

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Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop-in Hours: M-F, 2 to 4 p.m.



Alumni & Career Services

Communication

Skills:

Addressed
Arbitrated
Arranged
Adhered
Collaborated
Corresponded
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited
Spoke
Wrote

Creative

Skills:

Acted
Authored
Composed
Conceptualized
Created
Customized
Designed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Proved
Revised
Revitalized
Set Up
Shaped
Simplified
Strategize
Streamlined
Structured

Detail Skills:

Approved
Arranged
Catalogued
Classified
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Monitored
Operated
Ordered
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Simplified
Specified
Tabulated
Validated

Financial

Skills:

Allocated
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Forecasted
Managed
Marketed
Projected
Researched

Helping Skills:

Assessed
Assisted
Coached
Counseled
Demonstrated
Educated
Familiarized
Guided
Inspired
Motivated

Participated
Provided
Referred
Rehabilitated
Represented
Reinforced
Supported
Taught
Trained
Verified

Management

Skills:

Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinating
Delegated
Developed
Directed
Evaluated
Led
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Revamped
Reviewed
Scheduled
Supervised

Research

Skills:

Analyzed
Clarified
Collected
Critiqued
Diagnosed
Discovered
Elucidated
Examined
Extracted
Identified
Inspected
Interpreted

Interviewed
Investigated
Summarized
Surveyed
Systematized
Translated

Teaching

Skills:

Adapted
Advised
Coached
Communicated
Conducted
Coordinated
Enabled
Encouraged
Explained
Facilitated
Guided
Informed
Lectured
Persuaded
Presented
Set Goals
Stimulated
Taught
Trained
Counseled
Demonstrated
Educated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Represented
Reinforced
Supported
Taught
Trained
Verified

Technical

Skills:

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remolded
Repaired
Solved

More Verbs:

Adjusted
Contributed
Expedited
Governed
Innovated
Learned
Minimized
Proposed
Rendered
Served
Traveled

Assessing Your Skills

Think of two activities you are currently doing or have participated in the past that involve(d) a great deal of energy and focus.

ACTIVITY	TASKS	LIKES	DISLIKES	SKILLS
Ex. Ropes Director	<ul style="list-style-type: none"> • Ensure the safety of staff and campers • Teach campers and staff safety rules, belaying techniques, and use of the harness • Motivate campers on ropes course to help challenge them and help them overcome their fears • Create lesson plans for low ropes activities 	<ul style="list-style-type: none"> • Really enjoyed helping campers and staff get past fears and move on to the next step • Really enjoyed being in charge of own area and being in control 	<ul style="list-style-type: none"> • Teaching low ropes to younger campers because they do not understand the concept of team building 	<ul style="list-style-type: none"> • Leadership • Open to new ideas • Patience • Self-confidence • Organization
ACTIVITY	TASKS	LIKES	DISLIKES	SKILLS
ACTIVITY	TASKS	LIKES	DISLIKES	SKILLS

Evaluate your skills from this exercise. Remember, skills are those things that you do well, usually resulting from experience. Most of the skills you have listed are transferable skills. Transferable skills are those skills that you can use in any career or field regardless of where you have development them. Adapted from *Charting Your Career Path* Indiana University