

RÉSUMÉ BASICS

TRANSFERABLE SKILLS / ACTION VERBS

When describing your experience use this formula:

= **Action verb** + **Who/What** this action pertains to + **How/Why** the action was performed

Helpful hints:

- Utilize a variety of verbs to keep the reader interested
- Describe accomplishments, not just job duties
- Remember to use the appropriate tense for past and present experiences
- Use key words directly from position description

| COMMUNICATION/PEOPLE SKILLS | | CREATIVE SKILLS | | DATA/FINANCIAL SKILLS | |
|-----------------------------|--------------|-----------------|--------------|-----------------------|-------------|
| Accounted | Incorporated | Acted | Originated | Accounted | Estimated |
| Addressed | Influenced | Adapted | Performed | Administered | Filed |
| Advertised | Interacted | Began | Photographed | Adjusted | Financed |
| Advised | Interpreted | Combined | Planned | Allocated | Forecasted |
| Arbitrated | Interviewed | Composed | Revised | Analyzed | Logged |
| Articulated | Involved | Conceptualized | Revitalized | Appraised | Managed |
| Assisted | Joined | Condensed | Shaped | Articulated | Marketed |
| Authored | Judged | Created | Solved | Assessed | Measured |
| Clarified | Lectured | Customized | | Audited | Netted |
| Coached | Listened | Designed | | Authored | Planned |
| Collaborated | Marketed | Developed | | Balanced | Prepared |
| Communicated | Mediated | Directed | | Budgeted | Programmed |
| Composed | Moderate | Displayed | | Calculated | Projected |
| Condensed | Negotiated | Drew | | Chartered | Published |
| Conferred | Observed | Entertained | | Classified | Qualified |
| Consulted | Outlined | Established | | Compared | Reconciled |
| Contacted | Participated | Fashioned | | Computed | Reduced |
| Conveyed | Persuaded | Formulated | | Conserved | Researched |
| Convinced | Presented | Founded | | Consolidated | Retrieved |
| Coordinated | Promoted | Illustrated | | Corrected | Summarized |
| Corresponded | Proposed | Initiated | | Determined | Tabulated |
| Counseled | Publicized | Instituted | | Developed | Transmitted |
| Debated | Reconciled | Integrated | | Entered | Typed |
| Defined | Recruited | Introduced | | | |
| Demonstrated | Referred | Invented | | | |
| Described | Reinforced | Modeled | | | |
| Developed | Reported | | | | |
| Directed | Resolved | | | | |
| Disciplined | Responded | | | | |

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TRANSFERABLE SKILLS / ACTION VERBS CONT'D

| HELPING SKILLS | | MANAGEMENT/LEADERSHIP SKILLS | | ORGANIZATIONAL SKILLS | |
|-----------------|---------------|------------------------------|----------------|-----------------------|--------------|
| Adapted | Expedited | Administered | Incorporated | Approved | Ordered |
| Advocated | Facilitated | Analyzed | Increased | Arranged | Organized |
| Aided | Familiarized | Appointed | Initiated | Catalogued | Prepared |
| Answered | Furthered | Approved | Inspected | Categorized | Processed |
| Arranged | Guided | Assigned | Instituted | Charted | Provided |
| Assessed | Helped | Attained | Led | Classified | Purchased |
| Assisted | Insured | Authorized | Managed | Coded | Recorded |
| Cared for | Intervened | Chaired | Merged | Collected | Registered |
| Clarified | Motivated | Considered | Motivated | Corrected | Reserved |
| Coached | Prevented | Consolidated | Navigated | Corresponded | Responded |
| Collaborated | Provided | Contracted | Organized | Distributed | Reviewed |
| Contributed | Referred | Controlled | Originated | Executed | Routed |
| Cooperated | Rehabilitated | Converted | Overhauled | Filed | Scheduled |
| Counseled | Represented | Coordinated | Oversaw | Generated | Screened |
| Demonstrated | Resolved | Decided | Planned | Implemented | Set up |
| Diagnosed | Simplified | Delegated | Presided | Incorporated | Submitted |
| Educated | Supplied | Developed | Prioritized | Inspected | Supplied |
| Encouraged | Supported | Directed | Produced | Logged | Standardized |
| Ensured | Volunteered | Eliminated | Recommended | Maintained | Systematized |
| | | Emphasized | Reorganized | Monitored | Updated |
| | | Enforced | Replaced | Obtained | Validated |
| | | Established | Restored | Operated | Verified |
| | | Executed | Reviewed | | |
| | | Generated | Scheduled | | |
| | | Handled | Secured | | |
| | | Hired | Streamlined | | |
| | | Hired | Strengthened | | |
| | | Hosted | Supervised | | |
| | | Improved | Terminated | | |
| RESEARCH SKILLS | | TEACHING SKILLS | | TECHNICAL SKILLS | |
| Analyzed | Identified | Adapted | Guided | Adapted | Maintained |
| Clarified | Inspected | Advised | Individualized | Applied | Operated |
| Collected | Interviewed | Clarified | Informed | Assembled | Overhauled |
| Compared | Invented | Coached | Instilled | Built | Printed |
| Conducted | Investigated | Communicated | Instructed | Calculated | Programmed |
| Critiqued | Located | Conducted | Motivated | Compared | Rectified |
| Detected | Measured | Coordinated | Persuaded | Conserved | Regulated |
| Determined | Organized | Critiqued | Simulated | Constructed | Remodeled |
| Diagnosed | Researched | Developed | Stimulated | Converted | Repaired |
| Evaluated | Reviewed | Enabled | Taught | Debugged | Replaced |
| Examined | Searched | Encouraged | Tested | Designed | Restored |
| Experimented | Solved | Evaluated | Trained | Determined | Solved |
| Explored | Summarized | Explained | Transmitted | Developed | Specialized |
| Extracted | Surveyed | Facilitated | Tutored | Engineered | Standardized |
| Formulated | Systematized | Focused | | Fabricated | Studied |
| Gathered | | | | Fortified | Upgraded |
| | | | | Installed | Utilized |