

# UW - Stevens Point | Academic and Career Advising Center

## Action Verbs

Skills are incorporated throughout your resume, cover letter, interviews, and the entire career journey. Use this list when writing your materials, or considering skills to gain, or how to market yourself.

### Communication

addressed, authored, collaborated, consulted, corresponded, developed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, proposed, publicized, reconciled, recruited, reported, submitted, translated

### Creative

acted, composed, conceptualized, customized, designed, displayed, entertained, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, revitalized, shaped

### Detail

approved, arranged, catalogued, categorized, classified, compiled, dispatched, generated, implemented, incorporated, inspected, monitored, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, standardized, tabulated, validated

### Financial

adjusted, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, estimated, forecasted, managed, marketed, measured, projected, reduced, researched, transferred

### Helping

advocated, assessed, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, referred, represented, served

### Management

administered, assigned, attained, chaired, contracted, consolidated, coordinated, delegated, developed, directed, executed, improved, increased, oversaw, planned, prioritized, produced, recommended, scheduled, selected, strengthened, supervised

### Research

collected, conducted, critiqued, defined, determined, examined, extracted, identified, interviewed, investigated, modeled, reviewed, summarized, surveyed

### Teaching

adapted, advised, clarified, communicated, developed, directed, enabled, encouraged, evaluated, explained, informed, initiated, inspired, instructed, mentored, motivated, stimulated, supported

### Technical

assembled, built, computed, constructed, converted, devised, engineered, fabricated, maintained, operated, programmed, remodeled, repaired, restored, solved, tested, trained, upgraded