



**Action verbs help describe the skills** you've used to potential employers. Always start your bullet points with a strong action verb!

**Analytical**

analyzed ascertained assessed compared computed conceptualized concluded confirmed critiqued deciphered	deliberated determined devised diagnosed estimated evaluated examined forecasted formulated	integrated investigated justified measured negotiated prescribed prioritized projected questioned	rated recommended researched scrutinized studied substantiated synthesized validated verified
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**Communication\***

addressed apprised arbitrated attested authored clarified communicated	composed convinced corresponded drafted edited explained informed	interpreted lectured marketed persuaded presented promoted publicized	queried reported spoke summarized translated wrote
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**Creativity**

brainstormed constructed designed	engineered envisioned fabricated	illustrated produced	shaped visualized
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**Flexibility**

accommodated adapted adjusted	altered amended balanced	converted grew	improvised tailored
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**Initiative/Work Ethic\***

accelerated accomplished achieved acquired advanced	dedicated demonstrated enriched established expanded	innovated inspired introduced launched minimized	overhauled pioneered revamped revised spearheaded stimulated
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bolstered boosted built coordinated created	expedited implemented improved increased initiated	mobilized modernized modified multiplied	suggested updated upgraded
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Leadership\*

administered advised allocated allowed appointed approved assigned authorized chaired coached	delegated designated directed educated elicited employed empowered enabled encouraged endorsed	enhanced facilitated fostered founded guided hired influenced instructed interviewed judged	led moderated monitored motivated officiated recruited sanctioned supervised trained
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Organization

arranged assembled budgeted calculated catalogued centralized charted	classified collected compiled consolidated correlated indexed	linked orchestrated organized oriented planned processed	purchased recorded regulated scheduled systematized tabulated
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Problem Solving\*

aided alleviated ameliorated augmented counseled customized debugged eased elevated enlarged extended	extracted finalized fulfilled generated identified interceded invented lightened polished procured reconciled	rectified reduced refined reformed rehabilitated reinforced rejuvenated relieved remedied remodeled repaired	restored retrieved revitalized revived settled solicited solved streamlined strengthened supplemented transformed
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Teamwork\*

assisted collaborated	contributed cooperated	mediated participated	partnered
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\* National Association of Colleges and Employers (NACE) key competencies <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>