## **Action Verbs by Skill Categories**

Action verbs are a good way to describe transferable skills that you have developed. Transferable skills can transfer from one job or occupation to another. Listed below are action verbs that describe skills that employers most desire according to the National Association of Colleges and Employers. This list is intended to be a starting point and is not a complete listing of verbs or skills.

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Fundraising	Public-	Accounting	Leadership	Writing	Craft/	Innovating	Language
research	Relations	record	create	conceive	Artisan	create	translate
analyze	assess	audit	lead	construct	design	modify	interpret
strategize	prepare	maintain	encourage	craft	create	change	lecture
program	coordinate	forecast	manage	integrate	build	upgrade	converse
develop	present	calculate	organize	interpret	entertain	improve	negotiate
contact	negotiate	estimate	compare	capture	perform	design	compare
inquire	publicize	figure	inspire	abstract	draw	activate	understand
inform	strengthen	appraise	represent	express	render	restructure	comprehend
motivate	promote	examine	govern	inform	illustrate	establish	proficiency
direct	handle	measure	direct	summarize	compose	stimulate	fluency
persuade	facilitate	verify	advise	conclude	choreograph	transform	teach
monitor	troubleshoot	assess				implement	tutor
coordinate	participate	prepare					
Research/	Human	Finance	Analysis	Editing	Consulting	Teaching	Performing
Development	Resources	invest	observe	check	problem solve	educate	create
identify .	assess	budget	review	compare	troubleshoot	tutor	play
evaluate	analyze	inventory	dissect	comment	assist	stimulate	present
review	recruit	appraise	discern	correct	arrange	inform	act
assess	screen	analyze	conceptualize	rewrite	guide	instruct	sing
compare	survey	evaluate	discover	revise	counsel	facilitate	dance
analyze	interview	construct	infer	rework	survey	awaken	perform
critique	select	acquire	illuminate	amend	serve	explore	model
explain	train	develop	clarify	approve	contribute	advise	read
prepare	mediate	deploy	gualify	initiate	motivate	entertain	inspire
recommend	appraise	manage	quantify	investigate	train	amuse	interpret
conclude	align	project	conclude	advise	assess	counsel	co.p. cc
determine	coordinate	p. 5,500					
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Program	Information	Management/	Design	Technical	Selling	Organizing/	Marketing
Development	appraise	Supervision	display	conceptualize	inform	Logistics	review
			امانييما	design	educate	classifi.	survey
monitor	analyze	monitor	build	acsign	educate	classify	Survey
monitor persuade	analyze inventory	monitor consult	pattern	troubleshoot	persuade	organize	assess
	•			•		•	•
persuade	inventory	consult	pattern	troubleshoot	persuade	organize	assess
persuade implement recommend formulate	inventory structure design categorize	consult listen develop strategize	pattern style	troubleshoot inspect	persuade provide assist serve	organize assist	assess analyze
persuade implement recommend formulate coordinate	inventory structure design	consult listen develop	pattern style plan create layout	troubleshoot inspect locate	persuade provide assist	organize assist maintain	assess analyze quantify
persuade implement recommend formulate	inventory structure design categorize	consult listen develop strategize	pattern style plan create	troubleshoot inspect locate edit	persuade provide assist serve	organize assist maintain liaison support schedule	assess analyze quantify identify
persuade implement recommend formulate coordinate	inventory structure design categorize document	consult listen develop strategize evaluate	pattern style plan create layout	troubleshoot inspect locate edit analyze	persuade provide assist serve trade	organize assist maintain liaison support	assess analyze quantify identify announce
persuade implement recommend formulate coordinate strategize	inventory structure design categorize document process manage program	consult listen develop strategize evaluate mediate	pattern style plan create layout draft	troubleshoot inspect locate edit analyze implement	persuade provide assist serve trade vend	organize assist maintain liaison support schedule	assess analyze quantify identify announce promote
persuade implement recommend formulate coordinate strategize prepare	inventory structure design categorize document process manage	consult listen develop strategize evaluate mediate delegate schedule plan	pattern style plan create layout draft draw	troubleshoot inspect locate edit analyze implement construct	persuade provide assist serve trade vend handle present sell	organize assist maintain liaison support schedule arrange systemize streamline	assess analyze quantify identify announce promote advertise
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