

# 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.

<b>Fundraising</b> research analyze strategize program develop contact inquire inform motivate direct persuade monitor coordinate	<b>Public-Relations</b> assess prepare coordinate present negotiate publicize strengthen promote handle facilitate troubleshoot participate	<b>Accounting</b> record audit maintain forecast calculate estimate figure appraise examine measure verify assess prepare	<b>Leadership</b> create lead encourage manage organize compare inspire represent govern direct advise	<b>Writing</b> conceive construct craft integrate interpret capture abstract express inform summarize conclude	<b>Craft/Artisan</b> design create build entertain perform draw render illustrate compose choreograph	<b>Innovating</b> create modify change upgrade improve design activate restructure establish stimulate transform implement	<b>Language</b> translate interpret lecture converse negotiate compare understand comprehend proficiency fluency teach tutor
<b>Research/Development</b> identify evaluate review assess compare analyze critique explain prepare recommend conclude determine	<b>Human Resources</b> assess analyze recruit screen survey interview select train mediate appraise align coordinate	<b>Finance</b> invest budget inventory appraise analyze evaluate construct acquire develop deploy manage project	<b>Analysis</b> observe review dissect discern conceptualize discover infer illuminate clarify qualify quantify conclude	<b>Editing</b> check compare comment correct rewrite revise rework amend approve initiate investigate advise	<b>Consulting</b> problem solve troubleshoot assist arrange guide counsel survey serve contribute motivate train assess	<b>Teaching</b> educate tutor stimulate inform instruct facilitate awaken explore advise entertain amuse counsel	<b>Performing</b> create play present act sing dance perform model read inspire interpret
<b>Program Development</b> monitor persuade implement recommend formulate coordinate strategize prepare develop construct design	<b>Information</b> appraise analyze inventory structure design categorize document process manage program link organize	<b>Management/Supervision</b> monitor consult listen develop strategize evaluate mediate delegate schedule plan facilitate	<b>Design</b> display build pattern style plan create layout draft draw sketch formulate explore	<b>Technical</b> conceptualize design troubleshoot inspect locate edit analyze implement construct modify operate	<b>Selling</b> inform educate persuade provide assist serve trade vend handle present sell convince	<b>Organizing/Logistics</b> classify organize assist maintain liaison support schedule arrange systemize streamline simplify	<b>Marketing</b> review survey assess analyze quantify identify announce promote advertise advance boost improve
<b>Administration</b> monitor track assess coordinate organize requisition access receive process serve furnish	<b>Service/Hospitality</b> serve assist troubleshoot present maintain help coordinate prepare welcome enhance anticipate	<b>Persuading</b> present articulate clarify challenge negotiate inquire reason influence convince arbitrate mediate reconcile	<b>Mechanical</b> analyze design construct craft troubleshoot create engineer repair manipulate align coordinate balance	<b>Investigating</b> pursue interrogate question analyze intuit seek search probe examine explore	<b>Counseling/Healing</b> listen sense intuit assess analyze assist align coordinate understand inform facilitate help		