**Showcase Your Skills**

**Powerful Action Verbs that Speak Volumes**

When building a resumé, “show, don’t tell”, is often the best policy. Creating a concise and well‑tailored list of your relevant qualifications is important, but providing evidence of how you *actually* acquired or applied these qualifications is even more crucial. This is where you need to think “action verbs”.

Strong action verbs are, without a doubt, an invaluable resource. Not only do they allow you to describe *accurately* your past and current academic, extracurricular, professional, and philanthropic experience, but they also help potential employers envision the responsibilities and tasks you could take on in the future.

When choosing action verbs, always keep in mind:

1) the duties and skills described in the job posting;

2) the overall language used by the organization to describe its work, its mission, and its values.

**Accomplishments and Achievements**

If your actions have resulted in a positive outcome, you may have…

|  |  |  |
| --- | --- | --- |
| Accelerated | Enforced | Reduced |
| Achieved | Executed | Rectified |
| Advanced | Facilitated | Refined |
| Advocated | Finalized | Reformed |
| Aided | Fulfilled | Refreshed |
| Assisted | Furthered | Reinforced |
| Attained | Gained | Resolved |
| Attracted | Generated | Restored |
| Boosted | Grew | Revamped |
| Built | Heighten | Revitalized |
| Capitalized | Leveraged | Revived |
| Clarified | Lifted | Stimulated |
| Consolidated | Maximized | Streamlined |
| Corrected | Optimized | Strengthened |
| Delivered | Outpaced | Supplemented |
| Developed | Promoted | Supported |
| Elevated | Propelled | Sustained |
| Empowered | Raised | Upgraded |
| Encouraged | Reached | Yielded |

**Accounting and Financial Skills**

Did your academic/extracurricular/professional/volunteer position involve accounting or financial responsibilities? If so, you have perhaps…

|  |  |  |
| --- | --- | --- |
| Accounted | Coordinated | Paid |
| Adjusted | Corrected | Planned |
| Administered | Credited | Posted |
| Alleged | Depreciated | Prepared |
| Allocated | Directed | Processed |
| Analyzed | Distributed | Projected |
| Appraised | Entered | Received |
| Approved | Examined | Reconciled |
| Assessed | Expended | Recorded |
| Audited | Financed | Recovered |
| Balanced | Fixed | Reported |
| Budgeted | Forecasted | Researched |
| Calculated | Identified | Reviewed |
| Cashed | Inventoried | Setup |
| Certified | Investigated | Standardized |
| Charged | Invoiced | Taxed |
| Claimed | Justified | Traced |
| Closed | Managed | Tracked |
| Collected | Migrated | Verified |

**Analytical and Research Skills**

You performed research, analysis, or fact‑finding activities? You may have…

|  |  |  |
| --- | --- | --- |
| Analyzed | Evaluated | Qualified |
| Assembled | Examined | Quantified |
| Assessed | Explored | Reported |
| Appraised | Extracted | Researched |
| Audited | Familiarized | Reviewed |
| Calculated | Forecasted | Searched |
| Clarified | Identified | Scrutinized |
| Collected | Inspected | Studied |
| Considered | Interpreted | Summarized |
| Consulted | Interviewed | Surveyed |
| Correlated | Investigated | Systemized |
| Criticized | Mapped | Tested |
| Critiqued | Measured | Tracked |
| Diagnosed | Observed | Verified |
| Discovered | Proved | Vetted |

**Communication Skills**If you communicated in some kind of way, you probably…

|  |  |  |
| --- | --- | --- |
| Authored | Counseled | Interacted |
| Addressed | Critiqued | Liaised |
| Arbitrated | Debated | Lobbied |
| Arranged | Defined | Persuaded |
| Authored | Delivered | Prepared |
| Briefed | Documented | Promoted |
| Campaigned | Drafted | Publicized |
| Co-authored | Edited | Published |
| Communicated | Facilitated | Reached out |
| Composed | Formulated | Reviewed |
| Conducted | Highlighted | Shared |
| Conferred | Illustrated | Spoked |
| Conveyed | Implemented | Suggested |
| Convinced | Influenced | Translated |
| Corresponded | Informed | Transmitted |

**Collaborative and Interpersonal Skills**

If you dealt with coworkers and/or customers, try…

|  |  |  |
| --- | --- | --- |
| Acknowledged | Contributed | Maintained |
| Advised | Controlled | Participated |
| Administered | Diversified | Partnered |
| Advocated | Endorsed | Rallied |
| Aided | Educated | Recommended |
| Apprised | Encouraged | Recruited |
| Approved | Energized | Represented |
| Arbitrated | Fielded | Resolved |
| Assimilated | Guided | Responded |
| Assisted | Harmonized | Staffed |
| Authorized | Hired | Suggested |
| Clarified | Informed | Supervised |
| Coached | Joined | Supported |
| Coalesced | Led | Trained |
| Collaborated | Mediated | United |
| Consulted | Mentored | Volunteered |

**Creativity and Initiative**

Have you shown creativity or initiative? Perhaps you…

|  |  |  |
| --- | --- | --- |
| Accelerated | Enriched | Mobilized |
| Accomplished | Established | Modernized |
| Achieved | Expanded | Modified |
| Acquired | Expedited | Multiplied |
| Advanced | Founded | Overhauled |
| Bolstered | Implemented | Pioneered |
| Boosted | Improved | Prompted |
| Brought forward | Inaugurated | Proposed |
| Built | Increased | Recommended |
| Conceived | Initiated | Revamped |
| Coordinated | Innovated | Revised |
| Created | Inspired | Spearheaded |
| Dedicated | Instigated | Started |
| Demonstrated | Introduced | Stimulated |
| Designed | Launched | Suggested |
| Developed | Minimized | Updated |

**Leadership and Management**

Were you in charge of a project or a team? Replace “Responsible for” with…

|  |  |  |
| --- | --- | --- |
| Administered | Highlighted | Recommended |
| Adopted | Implemented | Reduced |
| Arranged | Improved | Re-engineered |
| Assembled | Instituted | Regulated |
| Built | Integrated | Represented |
| Carried out | Introduced | Reviewed |
| Chaired | Leveraged | Revised |
| Championed | Maintained | Shared |
| Conducted | Managed | Schedule |
| Consolidated | Monitored | Selected |
| Controlled | Operated | Settled |
| Consolidated | Orchestrated | Simplified |
| Coordinated | Organized | Solved |
| Controlled | Overcame | Streamlined |
| Delegated | Oversaw | Strengthened |
| Directed | Performed | Supervised |
| Established | Planned | Systemized |
| Executed | Prepared | Tackled |
| Financed | Prioritized | Tailored |
| Formed | Produced | Trained |
| Governed | Programmed | Transacted |
| Handled | Projected | Promoted |
| Headed | Received | Solved |