

# Action Words

## Résumé Assistance

Use a variety of action words to describe your skills and experiences to help convey actions, commitment and accomplishments:

acted	distributed	located	represented
adapted	drew	maintained	researched
addressed	drove	managed	responded
advertised	established	marketed	retrieved
applied	estimated	modeled	reviewed
arranged	examined	observed	rewrote
assisted	explained	operated	saved
built	fielded	ordered	served
catalogued	figured	organized	sketched
chaired	fixed	participated	sold
changed	forwarded	planned	sorted
collected	founded	prepared	spoke
competed	gathered	presided	straightened
computed	headed	produced	suggested
conducted	helped	programmed	supplied
constructed	illustrated	proposed	tabulated
coordinated	improved	provided	talked
created	increased	purchased	taught
delivered	informed	recommended	tended
demonstrated	installed	recorded	transcribed
designed	instituted	referred	translated
developed	inventoried	repaired	transmitted
directed	judged	replaced	treated
displayed	led	reported	wrote

Your application material should convey some of these important traits:

adaptability	efficiency	pleasantness
attentiveness	energy	productivity
conscientiousness	enthusiasm	resourcefulness
creativity	imagination	self-reliance
dependability	loyalty	tactfulness
determination	maturity	talent

## Skill Categories

Be aware of your skills and be able to communicate them to others. This knowledge enables you to reach for your goals. Often it may be difficult to identify your skills, but it can be helpful to see that skills can be divided into three categories:

### 1. Self-Management Skills

Also known as personality traits, we rarely think of them as skills. These skills have to do with how you deal with people and time.

Examples:

punctual	conscientious	sincere
athletic	imaginative	industrious
leadership	efficient	patient
persistent	loyal	open-minded
dependable	clear-thinking	congenial

### 2. Content/Technical Skills

These are specific skills related to performing a job/activity in a particular field, work situation or subject matter. They involve learning and memory.

Examples:

programming computers	knowing anatomy	using a 35mm camera
typing legal documents	tailoring suits	preparing a lesson plan
filing insurance claims	repairing a car	organizing an office

### 3. Transferable Skills

These are the skills needed to deal with data (information), people and/or things in any occupational field. They are not specific to any particular task, but transfer to a wide variety of settings.

Examples:

achieve	evaluate	facilitate	implement
communicate	analyze	develop	arrange
design	promote	assist	delegate
perform	write	examine	maintain
update	supervise	lead	train