

Action Verb + What You Did + How/Why You Did It

Example: Coached 20 high school senior women on the basics of playing basketball by demonstrating techniques and plays, running drills, and inviting alumni players to speak about teamwork.

BONUS ITEMS

- 1. Use Actual Numbers:** (10 instead of ten) and percentages (10% increase).
- 2. Define the Population:** tell a recruiter who you worked with throughout your experiences (female clients with drug and alcohol addictions OR children, ages 10-12).
- 3. Results:** demonstrate your accomplishments by describing a result (increase, decrease or improvement): Increased collaboration between faculty and community partners OR decreased drop-out rate by 3.5% OR improved coping skills and conflict resolution techniques.

Brainstorm

What **transferable skills** are showcased through your experiences?

Interpersonal Skills

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Develop rapport | <input type="checkbox"/> Demonstrate sensitivity | <input type="checkbox"/> Listen attentively | <input type="checkbox"/> Advocate |
| <input type="checkbox"/> Convey feelings | <input type="checkbox"/> Perceive feelings | <input type="checkbox"/> Motivate/support | <input type="checkbox"/> Delegate with respect |
| <input type="checkbox"/> Cooperate | <input type="checkbox"/> Sharing credit | <input type="checkbox"/> Counsel/mentor | <input type="checkbox"/> Team playing |

Communication Skills

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Speak effectively | <input type="checkbox"/> Write concisely | <input type="checkbox"/> Report information | <input type="checkbox"/> Express ideas |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Persuade | <input type="checkbox"/> Edit | <input type="checkbox"/> Negotiate |
| <input type="checkbox"/> Facilitate discussion | <input type="checkbox"/> Provide feedback | <input type="checkbox"/> Perceive nonverbal cues | <input type="checkbox"/> Describe feelings |

Researching and Planning Skills

- | | | | |
|---|--|---|------------------------------------|
| <input type="checkbox"/> Create ideas | <input type="checkbox"/> Identify/solve problems | <input type="checkbox"/> Imagine alternatives | <input type="checkbox"/> Forecast |
| <input type="checkbox"/> Identify resources | <input type="checkbox"/> Define/analyze needs | <input type="checkbox"/> Gather information | <input type="checkbox"/> Set goals |

Organization, Management, and Leadership Skills

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Initiate new ideas | <input type="checkbox"/> Meet goals/deadlines | <input type="checkbox"/> Coordinate tasks | <input type="checkbox"/> Manage groups |
| <input type="checkbox"/> Delegate responsibility | <input type="checkbox"/> Teach/coach | <input type="checkbox"/> Promote change | <input type="checkbox"/> Sell ideas/products |
| <input type="checkbox"/> Manage conflict | <input type="checkbox"/> Plan events | <input type="checkbox"/> Budget | <input type="checkbox"/> Enforce policies |

What **accomplishments** are showcased through your experiences?

- | | |
|---|---|
| <input type="checkbox"/> Train another person? | <input type="checkbox"/> See a client's behavior improve? |
| <input type="checkbox"/> Do something faster/better/cheaper? | <input type="checkbox"/> Identify and/or help solve any problems? |
| <input type="checkbox"/> Reorganize or improve an existing system? | <input type="checkbox"/> Coordinate an event or project? |
| <input type="checkbox"/> Save money/increase efficiency/remove waste? | <input type="checkbox"/> Institute new methods/services/products? |

Sample Action Verbs

Management Skills

Administered	Analyzed	Assigned	Attained	Strengthened	Contracted
Consolidated	Coordinated	Delegated	Developed	Organized	Oversaw
Planned	Prioritized	Produced	Recommended	Reviewed	Supervised

Communication Skills

Addressed	Arbitrated	Arranged	Authored	Corresponded	Developed
Directed	Drafted	Edited	Enlisted	Formulated	Influenced
Interpreted	Mediated	Moderated	Motivated	Negotiated	Persuaded
Promoted	Publicized	Reconciled	Recruited	Taught	Translated

Research Skills

Clarified	Collected	Critiqued	Diagnosed	Evaluated	Examined
Extracted	Identified	Inspected	Interpreted	Interviewed	Investigated
Organized	Reviewed	Summarized	Surveyed	Systematized	Researched

Technical Skills

Devised	Calculated	Fabricated	Overhauled	Programmed	Remodeled
Repaired	Solved	Trained	Upgraded	Assembled	Built

Financial Skills

Administered	Allocated	Analyzed	Projected	Audited	Balanced
Budgeted	Calculated	Computed	Developed	Forecasted	Planned

Creating Skills

Acted	Conceptualized	Created	Designed	Developed	Directed
Established	Fashioned	Founded	Illustrated	Instituted	Integrated
Introduced	Shaped	Originated	Performed	Planned	Revitalized

Helping Skills

Diagnosed	Educated	Expedited	Facilitated	Familiarized	Guided
Referred	Rehabilitated	Represented	Mentored	Developed	Advocated
Assessed	Clarified	Coached	Counseled	Demonstrated	Empathized

Clerical or Detail Skills

Systematized	Arranged	Retrieved	Screened	Collected	Compiled
Dispatched	Executed	Generated	Implemented	Inspected	Monitored
Operated	Organized	Prepared	Processed	Purchased	Recorded