

Action Verbs & Transferable Skills

Verbal and Written Communication

Addressed	Edited	Persuaded
Advertised	Elicited	Presented
Authored	Emphasized	Promoted
Called	Explained	Publicized
Circulated	Formulated	Recommended
Collaborated	Influenced	Reconciled
Communicated	Informed	Recruited
Composed	Instructed	Redirected
Conferred	Interpreted	Referred
Contacted	Lectured	Related
Convinced	Mediated	Represented
Corresponded	Moderated	Resolved
Directed	Negotiated	Translated
Discussed	Oriented	Transmitted

Interpersonal Skills

Accommodated	Facilitated	Provided
Adjusted	Guided	Reconciled
Advised	Influenced	Related
Agreed	Mediated	Requested
Arrange	Moderates	Respected
Assisted	Modified	Served
Consulted	Motivated	Sold
Contributed	Negotiated	Taught
Cooperated	Personalized	
Counseled	Persuaded	

Counsel and Serve

Administered	Cooperated	Prevented
Advocated	Counseled	Provided
Aided	Diagnosed	Referred
Alleviated	Educated	Rehabilitated
Answered	Encouraged	Relieved
Arranged	Ensured	Represented
Assessed	Expedited	Resolved
Assisted	Facilitated	Served
Attend to	Familiarized	Supported
Clarified	Intervened	Treated
Coached	Listened	
Contributed	Motivated	

Leadership

Administered	Disapproved	Recommended
Allocated	Discharged	Regulated
Appointed	Encouraged	Required
Approved	Enforced	Selected
Assigned	Evaluated	Settled
Authorized	Executed	Signed
Awarded	Governed	Specified
Conducted	Hired	Sponsored
Controlled	Led	Stipulated
Delegated	Managed	Supervised
Designated	Oversaw	
Directed	Presided	

Train/Consult

Advised	Enabled	Instructed
Aided	Encouraged	Motivated
Assisted	Established	Persuaded
Clarified	Explained	Referred
Coached	Facilitated	Represented
Collaborated	Familiarized	Stimulated
Communicated	Focused	Supported
Coordinated	Guided	Trained
Counseled	Individualized	Tutored
Developed	Informed	Volunteered
Educated	Initiated	

Analytical

Adapted	Develop	Replaced
Analyzed	Devised	Researched
Applied	Diagnosed	Reviewed
Calculated	Evaluated	Solved
Clarified	Engineered	Standardized
Compared	Examined	Studied
Computed	Identified	Summarized
Critiqued	Interpreted	Surveyed
Design	Investigated	Tested

Management

Administered	Enhanced	Oversaw
Analyzed	Established	Planned
Assigned	Evaluated	Prioritized
Attained	Executed	Produced
Chaired	Increased	Recommended
Consolidated	Improved	Reorganized
Contracted	Initiated	Reviewed
Coordinated	Instituted	Scheduled
Delegated	Managed	Strengthened
Developed	Motivated	Supervised
Directed	Organized	

Create and Innovate

Acted	Fashioned	Modified
Authored	Forecasted	Originated
Composted	Formulated	Performed
Conceived	Founded	Planned
Conceptualized	Illustrated	Proposed
Created	Instituted	Revised
Customized	Integrated	Revitalized
Designed	Introduced	Shaped
Developed	Invented	Solved
Directed	Investigated	

Financial

Administered	Budgeted	Marketed
Allocated	Calculated	Planned
Analyzed	Computed	Projected
Appraised	Developed	Researched
Audited	Forecast	
Balanced	Managed	



TRANSFERABLE SKILLS:

Administrative
Analytical
Constructing and Operating
Counseling and Serving
Creating and Innovating

Financial
Interpersonal
Leadership
Management
Non-Verbal Communication

Research
Training/Consulting
Verbal Communication
Writing Communication

SKILLS MATCH:

Map out your transferable skills. Review job postings and list experience where you have previously demonstrated skills.

Job Posting	My Experiences		
Transferable Skills Required	What was my task?	How did I accomplish my task?	Was there a result?
<i>Ex. Financial Skills</i>	<i>Managed lab budget</i>	<i>Created spread sheets with expenses and bills</i>	<i>Stayed within budget</i>

TYPICAL GRADUATE STUDENT SKILLS:

Project Management & Organization
Organizing and Assimilating Information
Complex Problem Solvers
Research & Information Management
Strong Analytical Reasoning

Interpersonal & Leadership Skills
Written & Oral Communication

Self-Management & Work Habits
Comfortable In Cross-Cultural Settings
Independently Motivated

Mature Original Thinkers
Experts in Their Fields

