

Buzz Words for Your Résumé

Transferrable Skills

Transferable skills can be applied in many work environments. Along with the skills specific to your field, consider writing transferrable skills into your bulleted accomplishment statements. To determine which transferrable skills you have acquired, consult the following table, adapted from DePaul University Career Center's *Résumé Guide: Educators, Counselors, and Administrators*.

Clerical	Bookkeeping Classifying Collecting Compiling Computing	Examining Filing Organizing Recording	Financial	Accounting Administering Allocating Auditing Balancing	Calculating Forecasting Investing Projecting
Communication	Editing Explaining Influencing Interpreting Listening	Mediating Promoting Speaking Translating Writing	Human Relations	Advising Assisting Counseling Empathizing Guiding	Listening Motivating Representing Serving
Creative	Designing Developing Establishing Illustrating Improvising	Inventing Performing Revitalizing Visualizing	Management	Communicating Consulting Coordinating Delegating Directing	Evaluating Leading Negotiating Persuading Planning
Public Relations	Conducting Consulting Informing Planning Presenting	Promoting Representing Responding Researching Writing	Problem Solving	Analyzing Appraising Diagnosing Examining Executing	Planning Proving Reasoning Recognizing Validating
Research	Assessing Calculating Collecting Diagnosing Evaluating	Examining Extrapolating Interviewing Investigating	Technical	Adjusting Aligning Assembling Drafting Engineering	Installing Observing Operating Repairing

Action Verbs

If you start each bulleted accomplishment statement with a strong action verb, you can help your reader get a sense of your skills just by scanning your résumé. It's a good idea to vary the action verbs in your résumé to appeal to different audiences. To find strong action verbs that describe your work or research experience, consult the following table, adapted from DePaul University Career Center's *Résumé Guide: Educators, Counselors, and Administrators*.

A	Achieved	Advanced	H	Handled	
	Acted	Altered		Headed	
	Adapted	Arranged		Hired	
C	Coached	Convinced	L	Launched	Liaised
	Controlled	Counseled		Lectured	Logged
	Converted	Cultivated		Led	
D	Decided	Developed	M	Managed	Mentored
	Delivered	Devised		Marketed	Migrated
	Designed	Diagnosed		Mediated	Monitored
E	Edited	Ensured	P	Performed	Prescribed
	Encouraged	Evaluated		Persuaded	Promoted
	Enhanced	Expanded		Planned	Proposed
F	Facilitated	Formulated	R	Reconciled	Researched
	Filed	Fostered		Recruited	Resolved
	Forecasted	Fulfilled		Reduced	Revamped
G	Gained	Grew	S	Simplified	Strengthened
	Gathered	Guided		Solved	Supervised
	Generated			Strategized	Supported
I	Identified	Increased	T	Tested	Transformed
	Implemented	Integrated		Tracked	Translated
	Improved	Investigated		Trained	Troubleshoot