

SKILLS VERBS

For more skill verbs,
visit uwaterloo.ca/career-action

DESCRIBE YOUR SKILLS USING ACTION VERBS

a

acquired
acted
adjusted
administered
advertised
advised
advocated
allocated
analyzed
applied
approved
arranged
assembled
assessed
assigned
associated
audited
authored
authorized

b

balanced
began
bestowed
brainstormed
briefed
budgeted
built

c

calculated
catalogued
compare
compiled
computed
conceived
conceptualized
concluded
condensed
conducted
configured
conserved
consolidated
constructed
consulted
contributed
controlled
converted
conveyed
cooperated
coordinated
corrected

corresponded
counselled
crafted
created
customized

d

debugged
decided
defined
delegated
described
designed
developed
diagnosed
directed
discovered
dispensed
displayed
dissected
distributed
diversified
documented
drafted

e

edited
educated
emphasized
enabled
encouraged
enforced
engineered
estimated
evaluated
examined
executed
exhibited
experimented
explained
explored
exported
expressed
extracted

f

fabricated
facilitated
filed
finalized
fixed
forecasted

forged
formalized
formed
formulated

g

generated
governed
graduated
guided

h

halted
handled
headed
hired
honoured
hosted
hypothesized

i

identified
illustrated
imported
incorporated
influenced
informed
initiated
inspected
installed
in instructed
integrated
interpreted
interviewed
invented
inventoried
investigated
itemized

j

joined
judged
justified

l

launched
led
learned
lectured
leveraged
liaised
located

logged
lowered

m

maintained
managed
manipulated
manufactured
mapped
marketed
measured
mediated
mentored
merged
modelled
moderated
modified
monitored
motivated

n

narrated
navigated
negotiated
networked
nominated
normalized

o

observed
offered
officiated
operated
orchestrated
ordered
organized
outlined
outsourced
oversaw

p

participated
partnered
perceived
performed
persuaded
photographed
piloted
planned
positioned
predicted
prepared
prescribed

presented
prioritized
processed
produced
programmed
promoted
proposed
proved
provided
publicized
published
purchased

q

qualified
quantified
questioned

r

raised
realigned
rebuilt
recognized
rectified
redesigned
reengineered
registered
rehabilitated
reinforced
remodeled
renegotiated
renewed
renovated
reorganized
repaired
replaced
reported
repositioned
represented
researched
resolved
responded
reviewed
revised

s

scheduled
screened
searched
secured
serviced
selected
separated

served
shared
sketched
solved
spearheaded
specified
specialized
strategized
studied
submitted
substantiated
suggested
summarized
supervised
supplemented
supplied
supported
surveyed
synthesized
systematized

t

targeted
taught
tested
traced
trained
transcribed
transferred
translated
transmitted
troubleshoot
tutored

u

uncovered
updated
upgraded
utilized

v

validated
verbalized
verified
viewed
visualized

w

weighed
welded
widened
wrote



ACHIEVEMENT VERBS

DESCRIBE YOUR ACCOMPLISHMENTS/RESULTS USING ACTION VERBS

a

accelerated
accentuated
accomplished
achieved
adapted
added
addressed
adjusted
advanced
advocated
aligned
altered
appointed
approved
augmented

b

balanced
broadened
brought
built

c

capitalized
captured
chaired
championed
changed
clarified
closed
commended
completed
conceived
conceptualized
conserved
consolidated
continued
converted
corrected
created
curtailed
cut

d

deciphered
declined
decreased
defined
delivered
designated
designed
developed
devised
diagnosed
differentiated
directed
discovered
dispatched
disposed
diversified
distinguished
diverted
doubled
drove

e

earned
effected
elected
eliminated
empowered
energized
enforced
enhanced
enlarged
ensured
established
exceeded
executed
expanded
expedited
exposed

f

facilitated
finalized
fixed
forged

formalized
formed
formulated
fostered
founded

g

gained
generated
governed
graduated

h

halted
hand-picked
headed

i

impacted
implemented
improved
increased
influenced
initiated
innovated
instituted
integrated
intensified
introduced
invented
invited

j

justified

l

launched
led
leveraged
liquidated
lowered

m

maintained
managed
mastered
masterminded
maximized
merged
minimized
modernized
modified

n

nominated
normalized

o

obtained
offered
opened
optimized
orchestrated
originated
overcame
overhauled
oversaw

p

perfected
performed
persuaded
piloted
pinpointed
pioneered
positioned
prevented
prioritized
produced
profited
progressed
projected
promoted
propelled
proposed
proved

r

raised
ranked
ratified
realigned
rebuilt
recaptured
received
recognized
recommended
reconciled
recorded
redesigned
reduced
reengineered
refined
regained
regulated
rehabilitated
reinforced
rejuvenated
released
remedied
remodelled
renegotiated
renewed
renovated
reorganized
repaired
repositioned
represented
resolved
restored
restructured
retained
retrieved
revamped
reversed
revised
revitalized

s

satisfied
saved
secured
separated

shaped
shepherded
simplified
slashed
solidified
solved
sparked
spearheaded
standardized
started
steered
stimulated
streamlined
strengthened
succeeded
surpassed

t

terminated
transferred
transformed
transitioned
trimmed
tripled
troubleshoot
turned

u

uncovered
unified
united
updated
upgraded

v

validated
verified

w

widened
won

y

yielded

