

ACTION VERB LIST

Your Goucher education and various experiences provide opportunities to strengthen your Career Readiness Competencies*. Employers consistently report that they seek applicants with these skills which apply to a variety of industries and will be necessary to thrive in any future workplace.

It is important to use creative and active words to describe experiences on your resume. These strong words will catch a reader's attention more than a passive phrases like "responsibilities include:"

While not exhaustive or exclusive, this list is a starting point to show employers that you have the competencies for which they look. You can also use this list to avoid common, overly used words or to help brainstorm distinct aspects of your experience.

Communications: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization

Advertised	Explained	Negotiated	Reported
Advocated	Expressed	Performed	Responded
Authored	Facilitated	Persuaded	Solicited
Clarified	Illustrated	Presented	Spoke
Composed	Imagined	Publicized	Summarized
Copied	Indexed	Published	Synthesized
Debated	Lectured	Queried	Talked
Defined	Mediated	Read	Taught
Documented	Modeled	Reasoned	Theorized
Drafted	Narrated	Recorded	Translated
Edited	Negotiated	Referred	Wrote

Critical Thinking: Identify and respond to needs based upon an understanding of situational context, logical analysis of relevant information.

Abstracted	Diagnosed	Interpreted	Researched
Analyzed	Discovered	Invented	Reviewed
Answered	Dispatched	Investigated	Scanned
Appraised	Dissected	Judged	Screened
Ascertained	Estimated	Located	Solved
Assessed	Evaluated	Maximized	Specialized
Compared	Examined	Memorized	Studied
Conceived	Exercised	Minimized	Substantiated
Considered	Experimented	Observed	Surveyed
Critiqued	Explored	Originated	Tabulated
Decided	Formulated	Perceived	Transferred
Detected	Generated	Rationalized	Utilized

Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Considered	Included	Interpreted	Respected
Converted	Incorporated	Involved	Symbolized
Cultivated	Integrated	Learned	Understood
Exhibited	Interacted	Navigated	Valued

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals

Acted	Conserved	Followed	Ordered
Administered	Consulted	Founded	Organized
Advised	Contracted	Guided	Oversaw

* as defined by the [National Association of Colleges and Employers](https://www.nacae.org/)

Aided	Coordinated	Handled	Planned
Allocated	Counseled	Headed	Produced
Approved	Decided	Implemented	Protected
Arranged	Delegated	Influenced	Ran
Assembled	Designed	Initiated	Ranked
Assisted	Devised	Instituted	Schemed
Briefed	Dispatched	Launched	Set
Cared	Drove	Led	Shaped
Charged	Eliminated	Lifted	Strategized
Chartered	Enabled	Maintained	Streamlined
Classified	Enforced	Managed	Supervised
Coached	Ensured	Manipulated	Supported
Comforted	Established	Mentored	Trained
Conducted	Fixed	Operated	United

Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Abided	Collected	Learned	Perfected
Accepted	Completed	Made	Promoted
Achieved	Correlated	Mastered	Proved
Acquired	Demonstrate	Met	Related
Addressed	Developed	Modified	Stimulated
Anticipated	Displayed	Obtained	Strengthened
Attained	Gained	Overcame	Stressed
Augmented	Improved	Practiced	Succeeded
Bolstered	Improvised	Prepared	Sustained
Built	Inaugurated	Presented	Validated
Constructed	Interviewed	Projected	Verified

Teamwork: Build and maintain collaborative relationships to work effectively towards common goals, while approaching diverse viewpoints and shared responsibilities

Brought	Empathized	Helped	Participated
Built	Enlightened	Identified	Prioritized
Collaborated	Enlisted	Indicated	Proposed
Communicated	Exceeded	Introduced	Provided
Complied	Excelled	Listened	Questioned
Contributed	Expanded	Managed	Raised
Cooperated	Expedited	Met	Received
Created	Fostered	Motivated	Relied
Delivered	Gathered	Offered	Respected

Technology: Understand and leverage technologies ethically to enhance efficiency, complete tasks and accomplish goals.

Adapted	Computed	Leveraged	Purchased
Analyzed	Converted	Logged	Restored
Applied	Digitized	Mapped	Retrieved
Audited	Experimented	Measured	Revamped
Budgeted	Extracted	Monitored	Scheduled
Calculated	Financed	Predicted	Updated
Checked	Inventoried	Programmed	Upgraded

For other tips & questions contact the CEO at 410-337-6191 or visit the CEO website at www.goucher.edu/ceo