



## Communicating Your Competencies and Transferable Skills Using Action Verbs

Competencies are a combination of **knowledge, skills, and personal attributes** that are relevant to work and life. They are transferable across all industries and fields. Demonstrating your competencies throughout your application materials is essential to communicating your ability to meet or exceed the qualifications of your opportunity of interest.

**Instructions:** To begin to develop an idea of where you are at in your professional development journey, tally one point for each action verb you can check in each Competency Group. Once you have tallied the skills in each competency group, you can visualize your strengths and areas of growth in your professional development and be able to communicate them.

**Critical Thinking:** The ability to process and interpret information objectively in order to make decisions. And the capacity to reflect upon the outcomes of decisions made in order to inform future actions.

Analytical	Analytical	Create/Innovate	Create/Innovate	Financial	Financial
Adapted	Identified	Authored	Integrated	Administered	Marketed
Analyzed	Interpreted	Conceived	Introduced	Allocated	Measured
Applied	Investigated	Conceptualized	Invented	Analyzed	Quantified
Calculated	Researched	Created	Investigated	Appraised	Planned
Computed	Reviewed	Customized	Modified	Audited	Projected
Designed	Solved	Developed	Originated	Balanced	Researched
Developed	Studied	Directed	Performed	Budgeted	Reviewed
Devised	Surveyed	Formulated	Planned	Calculated	Surveyed
Diagnosed	Tested	Founded	Proposed	Computed	
Evaluated	Engineered	Illustrated	Revised	Developed	
	Examined	Instituted	Shaped	Forecast	
			Solved	Managed	

**Communication Skills:** The ability to effectively exchange thoughts and ideas with others through listening, speaking, writing, and nonverbal interactions.

Communication	Communication	Communication	Interpersonal Skills	Interpersonal Skills
Advertised	Interpreted	Redirected	Accommodated	Modified
Authored	Mediated	Referred	Adjusted	Motivated
Collaborated	Moderated	Represented	Advised	Negotiated
Communicated	Negotiated	Resolved	Arranged	Personalized
Composed	Oriented	Translated	Assisted	Persuaded
Corresponded	Persuaded		Consulted	Provided
Directed	Presented		Contributed	Requested
Edited	Promoted		Cooperated	Respected
Formulated	Publicized		Guided	Served
Influenced	Recommended		Influenced	Sold
Informed	Reconciled		Mediated	Taught
Instructed	Recruited		Moderated	



**Sense of Self:** The ability to demonstrate ethics, self-management, identity and values awareness, motivation, and initiative, and emotional intelligence.

Initiative		Management		Management		Management	
	Established		Administered		Established		Prioritized
	Founded		Analyzed		Evaluated		Produced
	Generated		Assigned		Executed		Reviewed
	Implemented		Attained		Increased		Scheduled
	Innovated		Chaired		Improved		Strengthened
	Instituted		Consolidated		Initiated		Supervised
	Introduced		Contracted		Instituted		Enhanced
	Launched		Coordinated		Managed		Planned
	Lead		Delegated		Motivated		Improved
	Motivated		Developed		Organized		Initiated
	Originated		Directed		Oversaw		Recognized
	Pioneered						

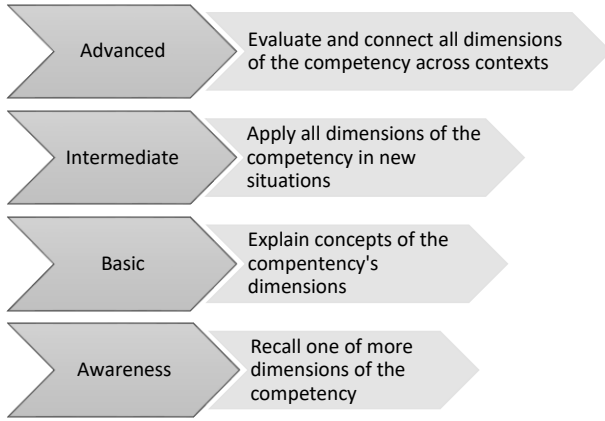
**Teamwork:** The ability to navigate interactions with a variety of individuals to contribute to a common goal while exhibiting the ability to manage conflict, an appreciation and engagement with/of diversity, understanding of group dynamics, and collaboration.

Train/Consult/Team		Train/Consult/Team		Counsel & Serve/Team		Counsel & Serve/Team		Leadership	
	Advised		Established		Administered		Expedited		Administered
	Aided		Explained		Advocated		Facilitated		Allocated
	Assisted		Facilitated		Aided		Familiarized		Approved
	Coached		Focused		Alleviated		Intervened		Assigned
	Collaborated		Guided		Arranged		Listened		Authorized
	Communicated		Initiated		Assessed		Motivated		Awarded
	Coordinated		Instructed		Assisted		Provided		Conducted
	Counseled		Persuaded		Clarified		Represented		Delegated
	Developed		Represented		Coached		Resolved		Designated
	Educated		Supported		Contributed		Supported		Directed
	Enabled		Trained		Encouraged		Treated		Discharged
	Encouraged		Tutored		Ensured		Supervised		Enforced
			Volunteered						

Skills Assessment in each Competency Group	
___/65	Critical Thinking
___/52	Communication Skills
___/45	Sense of Self
___/60	Team Work



### Competency Proficiency Levels



Competencies can be tough to explain because they are **multidimensional**. Reflect on your knowledge, skills, and personal attributes in each competency group.

Can you articulate your competencies in your application documents or in an interview?

Use the Proficiency Levels here as a reflection tool to create professional development goals below.

### Constructing Effective Bullet Points for Your Resume/CV, Cover Letter, and Interviewing

- Begin each bullet point with a present tense action verb – if it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT
- Answer the questions, “What did I accomplish?,” “How did I do this?,” “Why is this important?”
- Focus on quantifiable accomplishments vs. tasks and job duties
- Avoid repeating same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

### Areas of Growth Goal Setting

If you find that you are not as proficient as you would like to be, stop by the Career Connections Center to outline a plan to work on your professional development to prepare for your next step.

Area of Improvement	Current Proficiency	Development Opportunity or Resources to Use for Improvement	Timeline	Measure(s) of Success