



Action Verbs by Competency

Competencies are a combination of **knowledge, skills,** and **personal attributes** that are relevant to work and life. They are transferrable across all industries and fields. Being able to identify your competencies is essential to communicating your value to employers.

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.

Adapted	Compute	Devised	Identified	Measured	Researched
Administer	Computed	Diagnosed	Illustrated	Modified	Reviewed
Allocate	Conceived	Directed	Instituted	Originated	Revised
Analyzed	Conceptualized	Engineered	Integrated	Performed	Shaped
Applied	Created	Evaluated	Interpreted	Planned	Solved
Appraised	Customized	Examined	Introduced	Projected	Studied
Audited	Designed	Forecasted	Invented	Promoted	Surveyed
Balanced	Detected	Formulated	Investigated	Proposed	Synthesized
Calculated	Developed	Founded	Managed	Quantified	Tested

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

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

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

Administered	Championed	Enhanced	Implemented	Launched	Practiced
Advocated	Considered	Established	Improved	Leaded	Prioritized
Analyzed	Coordinated	Evaluated	Increased	Managed	Produced
Assigned	Created	Executed	Initiated	Motivated	Recognized
Attained	Delegated	Found	Innovated	Organized	Reviewed
Attributed	Developed	Generated	Instituted	Originated	Respected
Chaired	Directed	Identified	Introduced	Pioneered	Strengthened



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.

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

Leadership/Management: The ability to organize and motivate people and systems to work towards organizational goals.

Achieved	Coached	Expanded	Led	Planned	Served
Administered	Consulted	Fostered	Managed	Procured	Strategized
Advanced	Controlled	Governed	Mentored	Projected	Streamlined
Advocated	Created	Guided	Modeled	Proposed	Structures
Anticipated	Developed	Implemented	Monitored	Recommended	Supervised
Appointed	Directed	Improved	Motivated	Represented	Supported
Assembled	Established	Influenced	Organized	Resolved	Tested
Built	Empowered	Initiated	Performed	Reviewed	Trained
Changed	Evaluated	Inspired	Pioneered	Scheduled	Transformed

Research/Analysis: The ability to systematically process and synthesize data

Acquired	Compiled	Evaluated	Identified	Outlined	Studied
Analyzed	Consulted	Examined	Inferred	Prepared	Summarized
Appraised	Delivered	Experimented	Inquired	Prioritized	Surveyed
Assessed	Detected	Explored	Inspected	Probed	Tested
Clarified	Differentiated	Focused	Investigated	Processed	Theorized
Classified	Discovered	Formulated	Located	Researched	Traced
Collated	Dissected	Gathered	Obtained	Specified	Tracked
Collected	Enhanced	Generated	Organized	Studied	Verified

Financial Management: The ability to plan, organize and monitor financial resources

Accounted	Balanced	Consolidated	Forecasted	Managed	Projected
Adjusted	Budgeted	Controlled	Generated	Monitored	Purchased
Administered	Calculated	Corrected	Increased	Multiplied	Reconciled
Allocated	Certified	Decreased	Inventoried	Organized	Recorded
Appraised	Charged	Detected	Invested	Paid	Reduced
Approved	Claimed	Distributed	Invoiced	Planned	Reported
Assessed	Compared	Estimated	Justified	Prepared	Reviewed
Audited	Compiled	Executed	Maintained	Processed	Tracked