

# UF CAREER CONNECTIONS CENTER

## COMMUNICATING YOUR COMPETENCIES AND TRANSFERRABLE 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 in your professional development journey, tally one point for each action verb you 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	
	Adapted
	Analyzed
	Applied
	Calculated
	Computed
	Designed
	Developed
	Devised
	Diagnosed
	Evaluated

Create/Innovate	
	Authored
	Conceived
	Conceptualized
	Created
	Customized
	Designed
	Directed
	Formulated
	Illustrated
	Instituted

Financial	
	Allocated
	Appraised
	Audited
	Balanced
	Budgeted
	Calculated
	Forecast
	Marketed
	Quantified
	Surveyed

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

Communication	
	Advertised
	Authored
	Collaborated
	Composed
	Formulated
	Instructed
	Interpreted
	Mediated
	Moderated
	Persuaded

Communication	
	Presented
	Promoted
	Publicized
	Reconciled
	Recruited
	Redirected
	Referred
	Represented
	Resolved
	Translated

Interpersonal Skills	
	Accommodated
	Adjusted
	Advised
	Arranged
	Consulted
	Contributed
	Guided
	Influenced
	Persuaded
	Taught

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

Initiative	
	Established
	Founded
	Generated
	Implemented
	Innovated
	Instituted
	Lead
	Motivated
	Originated
	Pioneered

Management	
	Administered
	Analyzed
	Assigned
	Attained
	Chaired
	Consolidated
	Contracted
	Coordinated
	Delegated
	Directed

Management	
	Established
	Evaluated
	Executed
	Improved
	Initiated
	Motivated
	Oversaw
	Scheduled
	Supervised
	Strengthened

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**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	
	Advised
	Aided
	Coached
	Collaborated
	Communicated
	Coordinated
	Counseled
	Educated
	Facilitated
	Trained

Counsel & Serve/Team	
	Administered
	Advocated
	Alleviated
	Arranged
	Assessed
	Clarified
	Expedited
	Intervened
	Motivated
	Resolved

Leadership	
	Allocated
	Approved
	Assigned
	Authorized
	Conducted
	Delegated
	Designed
	Directed
	Discharged
	Enforced

## 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	Timeline	Measure(s) of Success