

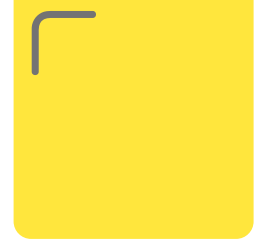
RESUME WRITING TIPS & RESOURCES



Transferable Skills Inventory

Step 1: Write down 5 of your top acc

RESUME WRITING TIPS & RESOURCES



Transferable Skills Inventory

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Transferable Skills Inventory

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Action Verbs Lists

Management

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Consult

assessed
assisted
clarified
counseled
demonstrated
diagnosed
evaluated
expedited
familiarized

Analytics

applied
analyzed
assessed
audited
calculated
classified
collected
compiled
conducted
created
developed
designed
determined
discovered
disseminated
documented
evaluated
examined
extracted
forecasted
gathered
generated
identified
implemented
inspected
integrated
investigated
measured
monitored
operationalized
optimized
performed
processed
produced
reported
researched
tested
tracked
trended
validated
verified
visualized

Financial

approved
arranged
catalogued
classified

Communication

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

enriched
encouraged
evaluated
explained
facilitated
guided
initiated
integrated
introduced
set goals
stimulated
trained

improved
pioneered
reduced (losses)
resolved
restored
spearheaded