Career Center

Verbs to Highlight Your Accomplishments

Team Skills

accelerated accompanied added advocated aided appraised augmented broadened combined completed composed condensed contributed decreased delivered demonstrated devoted disclosed doubled eased eliminated enforced forecasted found grouped inspired issued joined lobbied marketed narrated negotiated orchestrated pioneered procured produced recruited regulated reinforced researched resolved revamped spearheaded structured substituted suggested targeted tripled uncovered widened

Creative Skills

acted amplified attracted conceptualized counted created cultivated cut described directed distinguished established extrapolated fashioned founded formalized granted influenced innovated illustrated instituted instilled insured introduced invented launched measured merchandised modernized modified originated performed planned profiled publicized redesigned refined reorganized replaced reported revitalized segmented settled shaped shortened sold tightened traced traveled treated utilized

accomplished activated adopted allocated anticipated asked balanced bargained challenged committed compared conferred consolidated constructed decentralized designated determined diagrammed earned endorsed estimated exchanged formed framed fulfilled handled instigated interfaced lightened mapped motivated offset phased out pinpointed proposed proved rectified reduced referred requested responded restructured salvaged streamlined strengthened superseded supplied traded

transferred

visited

Project Skills

Teaching Skills

adapted advised ascertained arbitrated capitalized closed co-authored communicated coordinated consulted corrected counseled developed devised enabled encouraged exercised explained facilitated focused guided inaugurated increased informed initiated instructed lectured led litigated offered patterned penalized permitted presented persuaded raised ranked rated related retained selected separated served standardized stimulated studied taught tested transported updated used STUDENT viewed AFFAIRS Juke

valued

Analytical Skills

achieved acquired adjusted amended appointed assumed attained borrowed bought circulated cleared commissioned conceived contrasted convinced decided defined distributed diversified divested edited engaged enlarged enriched fit furnished gained hosted illuminated improved improvised inquired invited judged liquidated localized maximized mediated minimized moved opened oriented perceived prevented published pursued quantified quoted regained reinstated spread stabilized testified undertook united verified won

Administrative Skills

administered

advanced advertised approached arranged authorized budgeted cataloged chaired charted classified collected compiled contrived corresponded deferred delegated dispatched documented executed governed hired implemented inspected managed monitored operated organized generated moderated obtained ordered oversaw prepared presided processed promoted purchased recommended recorded represented retrieved scheduled screened secured serviced specified staffed stressed supervised supported systematized tabulated transformed translated validated welcomed

Research Skills

adhered admitted altered analyzed assisted audited authored canvassed carried out clarified cold called collaborated concluded conducted controlled critiqued discovered elected evaluated examined extracted fielded formulated gathered identified indoctrinated interpreted interviewed invested investigated modeled noticed observed participated polled probed projected rejected revealed reviewed revised reversed routed rewarded staged submitted summarized surpassed surveved synthesized tailored unified witnessed wrote

Technical Skills

acclimated addressed assembled assessed automated built calculated captured centralized computed contracted converted depreciated designed displayed drafted engineered expanded expedited extended functioned gauged installed involved isolated maintained merged multiplied overhauled passed prioritized programmed prompted provided reconciled recovered rehabilitated remodeled repaired remedied renegotiated restored resulted signed simplified solved speculated substantiated synchronized terminated trained upgraded verified weighed