



# Verbs, Modifiers, Qualities, & Skills

## Ready Reference ♦ E-6

College of Engineering, Architecture & Technology ♦ Career Services

### Action Verbs

Accelerated	Combined	Distributed	Figured	Introduced
Accomplished	Communicated	Diverted	Fixed	Invented
Achieved	Compiled	Documented	Focused	Inventoried
Adapted	Completed	Drafted	Formed	Investigated
Adjusted	Composed	Dramatized	Formulated	Judged
Administered	Computed	Drew	Forwarded	Justified
Admitted	Conceived	Drove	Founded	Keynoted
Advanced	Conceptualized	Earned	Functioned	Launched
Advertised	Conciliated	Edited	Gathered	Led
Advised	Conducted	Educated	Generated	Lectured
Affected	Confronted	Effected	Governed	Located
Aided	Consolidated	Electrified	Guided	Maintained
Aligned	Constructed	Eliminated	Harmonized	Managed
Allocated	Conserved	Employed	Headed	Mapped
Analyzed	Consulted	Enforced	Held	Marketed
Anticipated	Contracted	Engineered	Helped	Measured
Applied	Controlled	Enlarged	Hired	Mediated
Appraised	Coordinated	Entertained	Identified	Mentored
Arbitrated	Corresponded	Equipped	Illustrated	Merged
Arranged	Counseled	Established	Implemented	Modeled
Ascertained	Created	Estimated	Improved	Modified
Assembled	Deferred	Evaluated	Improvised	Monitored
Assessed	Defined	Examined	Increased	Motivated
Assigned	Delegated	Exceeded	Indexed	Navigated
Assisted	Delivered	Executed	Indoctrinated	Negotiated
Attained	Demonstrated	Exhibited	Influenced	Observed
Audited	Designed	Expanded	Informed	Obtained
Authored	Detailed	Expedited	Initiated	Operated
Budgeted	Detected	Experienced	Innovated	Optimized
Built	Determined	Explained	Inspected	Ordered
Calculated	Developed	Explored	Inspired	Organized
Cataloged	Devised	Expressed	Installed	Originated
Chaired	Diagnosed	Extended	Instituted	Outsold
Changed	Directed	Extracted	Instructed	Overcame
Charted	Discovered	Fabricated	Instrumented	Oversaw
Clarified	Dispensed	Facilitated	Integrated	Painted
Classified	Displayed	Familiarized	Interpreted	Participated
Coached	Disproved	Filed	Intervened	Patented
Collected	Dissected	Filtered	Interviewed	Perfected

## More Action Verbs

Performed	Publicized	Researched	Specified	Timed
Persuaded	Published	Resolved	Spoke	Trained
Photographed	Purchased	Responded	Stabilized	Transcribed
Piloted	Quoted	Restored	Staffed	Transferred
Pioneered	Raised	Retrieved	Stimulated	Transformed
Planned	Realized	Reviewed	Straightened	Translated
Played	Reasoned	Revised	Streamlined	Transmitted
Predicted	Recommended	Revitalized	Strengthened	Treated
Prepared	Reconciled	Rewrote	Structured	Triggered
Prescribed	Recorded	Saved	Studied	Tutored
Presented	Recovered	Scheduled	Succeeded	Uncovered
Preserved	Recruited	Secured	Suggested	Unified
Presided	Reduced	Selected	Summarized	Updated
Printed	Referred	Served	Supervised	Upgraded
Processed	Refined	Set up	Supplied	Utilized
Produced	Rehabilitated	Shaped	Surveyed	Verified
Programmed	Rendered	Simplified	Synthesized	Visited
Projected	Renovated	Sketched	Systemized	Won
Promoted	Reorganized	Sold	Tabulated	Wrote
Proposed	Repaired	Solved	Tailored	
Protected	Replaced	Sorted	Talked	
Proved	Reported	Sparked	Taught	
Provided	Represented	Spearheaded	Tested	

## Positive Modifiers

Accurately	Conscientiously	Intellectually	Precisely	Strongly
Actively	Consistently	Intelligently	Proficiently	Substantially
Aggressively	Cooperatively	Inventively	Progressively	Successfully
Alertly	Creatively	Logically	Qualified	Supportively
Ambitiously	Diligently	Loyally	Rationally	Tactfully
Analytically	Effectively	Maturely	Realistically	Technically
Artistically	Efficiently	Methodically	Reflectively	Tenaciously
Assertively	Energetically	Meticulously	Reliably	Thoroughly
Capably	Flexibly	Patiently	Resourcefully	Thoughtfully
Competently	Imaginatively	Perseveringly	Responsibly	Versatile
Competitively	Independently	Pleasantly	Significantly	Vigorously
Confidently	Industriously	Practically	Steadily	

✓ **HOT TIP:** Use wording in your resume that is clear, concise, and informative. Short statements are easier to read and comprehend than longer ones. Respect the time of the individual reading your resume by creating an informative document that the reviewer is able to process quickly and easily.

## Personal Qualities

Ability to choose or make a decision	Assertiveness	Authenticity
Alertness	Astuteness	Calmness
Adventuresomeness	Attention to details	Candidness
	Awareness	Commitment to grow

Concentration  
 Cooperation  
 Courage,  
 Curiosity  
 Diplomacy  
 Drive  
 Dynamic traits  
 Easy-goingness  
 Emotional stability  
 Empathy  
 Enthusiasm  
 Expressiveness  
 Firmness  
 Flexibility  
 Generosity

Good judgment  
 Hard work capacity  
 High energy level  
 Honesty  
 Initiative  
 Integrity  
 Loyalty  
 Open-mindedness  
 Optimism  
 Orderliness  
 Patience  
 Performing well under stress  
 Persistence  
 Playfulness  
 Poise

Politeness  
 Punctuality  
 Resourcefulness  
 Self-confidence  
 Self-control  
 Self-reliance  
 Self-respect  
 Sense of humor  
 Sincerity  
 Spontaneity  
 Tactfulness  
 Tidiness  
 Tolerance  
 Versatility  
 Utility

### Functional Skills

Administering programs  
 Advising people  
 Analyzing data  
 Appraising services  
 Arranging social functions  
 Assembling apparatus  
 Auditing financial records  
 Budgeting expenses  
 Calculating numerical data  
 Checking for accuracy  
 Classifying records  
 Coaching individuals  
 Collecting money  
 Compiling statistics  
 Confronting other people  
 Constructing buildings  
 Coordinating events  
 Corresponding with others  
 Counseling people  
 Deciding uses of money  
 Delegating responsibility  
 Designing data systems  
 Dispensing information  
 Displaying artistic ideas  
 Distributing products  
 Dramatizing ideas  
 Editing publications  
 Exhibiting plans

Finding information  
 Handling complaints  
 Imagining new solutions  
 Initiating with strangers  
 Inspecting physical objects  
 Interviewing people  
 Inventing new ideas  
 Investigating problems  
 Listening to others  
 Locating lost information  
 Managing an organization  
 Measuring boundaries  
 Mediating between people  
 Meeting the public  
 Monitoring others' progress  
 Motivating others  
 Negotiating contracts  
 Operating equipment  
 Organizing people and tasks  
 Persuading others  
 Planning agendas  
 Planning groups' needs  
 Politicking with others  
 Predicting futures  
 Preparing materials  
 Printing by hand  
 Processing human interaction

Protecting property  
 Questioning others  
 Reading volumes of material  
 Recording scientific data  
 Recruiting people for hire  
 Rehabilitating people  
 Remembering information  
 Repairing mechanical devices  
 Repeating same procedure  
 Researching in library  
 Reviewing programs  
 Running meetings  
 Selling products  
 Serving individuals  
 Setting up demonstrations  
 Sketching charts or diagrams  
 Speaking in public  
 Supervising others  
 Teaching classes  
 Tolerating interruptions  
 Updating file  
 Visualizing new formats  
 Working long hours  
 Working with precision  
 Writing clear reports  
 Writing for publication

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