Skills Headings and Actions words for Resumes & Cover Letters

THOMPSON RIVERS UNIVERSITY | Career & Experiential Learning

FUNDRAISING

Contact
Motivate
Raise
Strategize
Promote
Market
Create
Analyze
Identify
Propose
Present
Develop
Coordinate
Acquire
Research

Marketing

Promote
Advertise
Advance
Boost
Improve
Campaign
Support
Review
Assess
Survey
Analyze
Quantify
Identify
Develop
Announce

Public Management

Assess
Prepare
Coordinate
Present
Negotiate
Publicize
Strengthen
Handle
Promote
Participate
Facilitate
Communicate
Troubleshoot
Broadcast
Pronounce

Organizing

Classify
Plan
Assist
Maintain
Support
Systemize
Schedule
Streamline
Simplify
Manage
Prioritize
Categorize
Sort
Arrange
Coordinate

Management

Coordinate
Facilitate
Plan
Schedule
Delegate
Mediate
Evaluate
Strategize
Develop
Listen
Consult
Monitor
Supervise
Spearhead
Lead

Hospitality

Serve
Assist
Troubleshoot
Present
Maintain
Help
Coordinate
Create
Welcome
Enhance
Anticipate
Greet
Generate
Receive
prepare

Leadership

Create
Empower
Motivate
Inspire
Encourage
Manage
Organize
Connect
Interpret
Envision
Lead Direct
Implement
Chair
listen

Research

Assess
Review
Interpret
Discern
Discover
Infer
Illuminate
Clarify
Synthesize
Quantify
Conclude
Present
Compile
Draft
Collect

Interpersonal

Speak
Present
Communicate
Empathize
Address
Convince
Translate
Advocate
Convince
Report
Represent
Inform
Verbalize
Encourage
Correspond

Accounting

Record
Assess
Audit
Prepare
Maintain
Forecast
Calculate
Estimate
Appraise
Verify
Analyze
Examine
Finance
Budget
Allot

EDUCATING

Create Tutor
Develop
Stimulate
Perform
Model
Entertain
Inform
Instruct
Teach
Challenge
Advise
Facilitate
Train

COUNSELLING

Listen
Assess
Analyze
Align
Understand
Inform
Facilitate
Help
Advocate
Coach
Mediate
Guide
Empathize

TECHNICAL

Design
Analyze
Troubleshoot
Inspect
Locate
Edit
Link
Coordinate
Implement
Construct
Modify
Operate
Upgrade
Program

WRITING

Conceive
Create
Construct
Draft
Describe
Interpret
Capture
Abstract
Express
Inform
Summarize
Conclude
Publish
Revise

MECHANICAL

Design
Analyze
Construct
Craft
Troubleshoot
Manipulate
Balance
Coordinate
Repair
Engineer
Align
Restore
Assemble
Build