Show Your Skills Through your Actions

When writing using APR (action + project + result), select one project you completed, a problem you helped solve, or a task assigned to you. Next, choose a verb that best describes the actions you took. Include some details about the project or task and the result you achieved (the overall impact of your actions).

TIP! Use verbs that are specific and varied; avoid repeating the same verb and less descriptive words such as "helped," "worked," and "responsible for."

Communication Skills
Articulated, Briefed, Collaborated, Communicated, Consulted, Corresponded, Drafted, Edited, Influenced, Negotiated, Participated, Partnered, Persuaded, Presented, Promoted, Responded, Translated, Wrote

Research Skills
Analyzed, Calculated, Collected, Conducted, Discovered, Documented, Ensured, Estimated, Experimented, Formulated, Investigated, Measured, Monitored, Organized, Performed, Reviewed, Studied, Surveyed, Tested

Interpersonal / Helping Skills
Advised, Advocated, Campaigned, Coached, Diagnosed, Encouraged, Guided, Hosted, Mentored, Motivated, Provided, Represented, Supported, Volunteered

Leadership Skills
Architected, Chaired, Championed, Decided, Delegated, Directed, Eliminated, Established, Initiated, Introduced, Led, Managed, Spearheaded, Strategized, Supervised, Oversaw, Recommended

Organizational Skills
Addressed, Allocated, Arranged, Audited, Budgeted, Compiled, Coordinated, Distributed, Established, Executed, Implemented, Improved, Inventoried, Maintained, Outlined, Planned, Prepared, Resolved, Simplified

Design / Creative Skills
Brainstormed, Built, Composed, Created, Curated, Customized, Developed, Designed, Engineered, Initiated, Introduced, Modeled, Modified, Produced, Revamped, Transformed

Teaching Skills
Adapted, Advised, Clarified, Cultivated, Demonstrated, Discussed, Educated, Enabled, Evaluated, Facilitated, Fostered, Guided, Instructed, Mentored, Moderated, Trained, Tutored

Problem-Solving Skills
Analyzed, Assessed, Assembled, Automated, Conceptualized, Debugged, Detected, Discovered, Enhanced, Evaluated, Forecasted, Improved, Maximized, Optimized, Piloted, Programmed, Reduced, Resolved, Revised, Streamlined, Troubleshot

A few more examples:

Led redesign of a laptop case in **SolidWorks** to **improve user experience**

Provided exceptional service for **guests** to support a **positive brand experience**