Action Words for Engineering

Cornell Engineering Career Center

Note:
Use present tense of verb for current roles/experiences (e.g. Administer, Conduct, Design, Edit, Promote, etc.).

Accomplishment:
Achieved, Designed, Elected to, Established, Executed, Expanded, Generated, Handled, Implemented, Improved,
Optimized, Pioneered, Reduced (losses), Resolved, Restored, Transformed

Administrative Skills:
Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated,
Organized, Oversaw, Prepared, Planned, Purchased, Supervised

Communication Skills:
Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced,
Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited,
Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired,
Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated,
Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Rated,
Recommended, Reconciled, Recruited, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke,
Telephoned, Testified, Translated, Wrote

Counseling/Helping Skills:
Accompanied, Adopted, Advocated, Affected, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated,
Combined, Counseled, Demonstrated, Devoted, Diagnosed, Educated, Enlarged, Ensured, Executed, Expanded, Expedited,
Facilitated, Familiarized, Fortified, Guided, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated,
Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled,
Served, Shared, Suggested, Supplied

Creative Skills:
Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed,
Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted,
Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

Financial Skills:
Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated,
Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Procured, Purchased,
Researched, Sold

Function/Task:
Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted,
Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Memorized, Monitored, Operated, Organized,
Management Skills:

Organizational Skills:
Analyzed, Applied, Approved, Arranged, Catalogued, Classified, Collected, Compiled, Coordinated, Dispatched, Developed, Expedited, Facilitated, Generated, Handled, Implemented, Initiated, Inspected, Monitored, Organized, Planned, Prepared, Processed, Purchased, Recorded, Retrieved, Screened, Specified, Systematized, Tabulated, Validated

Research Skills:

Technical Skills:
Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extrapolated, Fabricated, Installed, Interpreted, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Translated, Upgraded, Wrote

Time Management Skills:
Administered, Consolidated, Developed, Directed, Generated, Improved, Increased, Initiated, Promoted, Reduced

Training Skills:
Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Motivated, Persuaded, Presented, Stimulated

Type of Experience:
Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied