



Engineering Co-op & Career Services

Your Future Begins Here

Action Words for Engineering

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, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Updated

201 Carpenter Hall

Ithaca, NY 14853

607-255-5006

eng-career@cornell.edu

www.engineering.cornell.edu/careers



Action Words for Engineering

Continued

Management Skills: Administered, Allotted, Analyzed, Assigned, Attained, Broadened, Called for, Chaired, Changed, Consolidated, Contacted, Contracted, Coordinated, Decided, Defined, Delegated, Developed, Devised, Directed, Eliminated, Enforced, Established, Evaluated, Executed, Focused, Handled, Headed, Hired, Implemented, Improved, Incorporated, Increased, Instituted, Integrated, Judged, Led, Managed, Mediated, Mobilized, Motivated, Organized, Overhauled, Oversaw, Planned, Prioritized, Produced, Provided, Recommended, Regulated, Resolved, Restored, Reviewed, Scheduled, Screened, Scrutinized, Selected, Shaped, Solved, Sought, Specialized, Strengthened, Structured, Supervised, Terminated, Verified

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: Analyzed, Applied, Checked, Cited, Clarified, Collected, Compared, Critiqued, Deducted, Determined, Diagnosed, Discovered, Dissected, Estimated, Evaluated, Examined, Explored, Extracted, Forecasted, Formulated, Found, Gathered, Graphed, Identified, Inspected, Interpreted, Interviewed, Investigated, Isolated, Located, Observed, Predicted, Read, Researched, Reviewed, Studied, Summarized, Surveyed, Systematized

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