



Graduate Student | Transferrable Skills & Accomplishment Based Bullet Points

Use this resource to identify and articulate your skills your development in your coursework and your outside activities. For a more comprehensive resource for action verbs see the Transferrable Skills Handout.

Critical Thinking: The ability to process and interpret information objectively in order to make decisions. And the capacity to reflect upon the outcomes of decisions made in order to inform future actions.

Research	Methods	Data Visualization	Financial	Technical
Defined	Predicted	Conceptualized	Secured	Programed
Identified	Forecasted	Conveyed	Appraised	Assembled
Analyzed	Quantified	Leveraged	Audited	Fabricated
Synthesized	Surveyed	Clarified	Balanced	Regulated
Computed	Observed	Pinpoint	Budgeted	Troubleshoot
Designed	Collected	Simulated	Calculated	Simulated
Developed	Interpreted	Data Management	Computed	Benchmarked
Devised	Piloted	Derived	Developed	Redesigned
Inferred	Constructed	Parsed	Forecast	
Evaluated	Transcribe	Audited	Projected	
Investigated	Weighed	Preserved		
Described	Coded	Standardized		
Probed	Interviewed	Validated		
Estimated	Triangulated	Shaped		

Communication Skills: The ability to effectively exchange thoughts and ideas with others through listening, speaking, writing, and nonverbal interactions.

Teaching, Mentoring & Training	Presenting	Technical Writing, Publishing & Editing	Interpersonal	Influencing
Define goals and expectations	Adapted	Refereed	Consulted	Advocated
Assess needs and progress	Moderated	Disseminated	Contributed	Compelled
Fostered	Presented	Resolved	Cooperated	Negotiated
Facilitated	Addressed	Translated	Guided	Defended
Advised	Delivered	Briefed	Influenced	Proposed
Coached	Led	Co-authored	Mediated	Convey
Instructed	Adapted	Critiqued	Differentiated	Informed
Monitored	Prepared	Defined	Accommodated	Persuaded
Explained	Developed visuals	Reviewed	Adjusted	Consulted
Conceptualized		Edited	Advised	Structured
Lectured		Published	Arranged	
Introduced		Reported	Assisted	
Motivated			Resolved	
Prepared			Interviewed	



Sense of Self: The ability to demonstrate ethics, self-management, identity and values awareness, motivation, and initiative, and emotional intelligence.

Program Management	Adaptability	Supervision & Management	Professionalism	Leadership & Emotional Intelligence
Established	Administered	Delegated	Cultural fluency	Led
Founded	Analyzed	Evaluated	Contributed	Planned
Generated	Assigned	Executed	Managed	Organized
Implemented	Attained	Increased	Clarify	Revamped
Spearheaded	Chaired	Improved	Observe	Streamlined
Mobilized	Consolidated	Initiated		Built
Introduced	Contracted	Managed		Maximized
Launched	Coordinated	Motivated		Provided feedback
Led	Delegated	Organized		Recognize
Motivated	Developed	Oversaw		Interpret
Originated	Directed	Prioritized		Adapted
Identified		Advocated		

Teamwork: The ability to navigate interactions with a variety of individuals to contribute to a common goal while exhibiting the ability to manage conflict, an appreciation engagement with/of diversity, understanding of group dynamics, and collaboration.

Conflict Management	Relationship Management	Goal Setting	Leadership & Commitment
Interpreted	Coalesced	Articulated	Delegated
Resolved	Encouraged	Outlined	Established
Mediated	Build trust and support	Paced	Facilitate
Solved	Affirm	Prioritized	
Balanced	Clarify	Developed	
Restored	Mentor	Convened	

Crafting Accomplishment Based Bullet Points

Your bullet points on your resume or CV should communicate your higher-level knowledge, but most importantly what skill you have developed to accomplish what you have done throughout your experiences.

