

## Action Verbs

### Communication/People Skills

Addressed	Debated	Interviewed	Reconciled
Advertised	Defined	Involved	Recruited
Arbitrated	Developed	Joined	Referred
Arranged	Directed	Judged	Reinforced
Articulated	Discussed	Lectured	Reported
Authored	Drafted	Marketed	Resolved
Clarified	Edited	Mediated	Responded
Collaborated	Elicited	Moderated	Solicited
Communicated	Enlisted	Negotiated	Specified
Composed	Explained	Observed	Suggested
Condensed	Expressed	Outlined	Summarized
Conferred	Formulated	Participated	Synthesized
Consulted	Furnished	Persuaded	Translated
Contacted	Incorporated	Presented	Wrote
Conveyed	Influenced	Promoted	
Convinced	Interacted	Proposed	
Corresponded	Interpreted	Publicized	

### Creative Skills

Acted	Designed	Founded	Modified
Adapted	Developed	Illustrated	Originated
Combined	Directed	Initiated	Photographed
Composed	Displayed	Instituted	Planned
Conceptualized	Drew	Integrated	Revised
Condensed	Entertained	Introduced	Revitalized
Created	Established	Invented	Solved
Customized	Formulated	Modeled	

### Data/Financial Skills

Administered	Budgeted	Forecasted	Projected
Adjusted	Calculated	Managed	Qualified
Allocated	Computed	Marketed	Reconciled
Analyzed	Conserved	Measured	Reduced
Appraised	Corrected	Netted	Researched
Assessed	Determined	Planned	Retrieved
Audited	Developed	Prepared	Slashed
Balanced	Estimated	Programmed	Sliced

### Helping Skills

Adapted	Contributed	Facilitated	Referred
Advocated	Cooperated	Familiarized	Rehabilitated
Aided	Counseled	Furthered	Represented
Answered	Demonstrated	Guided	Resolved

Arranged  
Assessed  
Clarified  
Coached  
Collaborated

Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited

Insured  
Intervened  
Motivated  
Prevented  
Provided

Simplified  
Supplied

### Management/Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Decided  
Delegated

Developed  
Directed  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Established  
Executed  
Generated  
Handled  
Headed  
Hosted  
Improved  
Incorporated  
Increased

Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Motivated  
Navigated  
Organized  
Originated  
Overhauled  
Oversaw  
Planned  
Presided  
Prioritized

Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Terminated

### Organizational Skills

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Corresponded

Distributed  
Executed  
Filed  
Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated

Ordered  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Reviewed

Routed  
Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

### Research Skills

Analyzed  
Clarified  
Collected  
Compared  
Critiqued  
Detected  
Determined  
Diagnosed

Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Inspected

Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed

Searched  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

### Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Critiqued

Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused

Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded

Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored