

Action Verbs
Communication/People Skills

addressed	debated	interviewed	publicized
advertised	defined	involved	reconciled
arbitrated	developed	joined	recruited
arranged	directed	judged	referred
articulated	discussed	lectured	reinforced
authored	drafted	listened	reported
clarified	edited	marketed	resolved
collaborated	elicited	mediated	responded
communicated	enlisted	moderated	solicited
composed	explained	negotiated	specified
condensed	expressed	observed	spoke
conferred	formulated	outlined	suggested
consulted	furnished	participated	summarized
contacted	incorporated	persuaded	synthesized
conveyed	influenced	presented	translated
convinced	interacted	promoted	
corresponded	interpreted	proposed	

Creative Skills

acted	designed	founded	originated
adapted	developed	illustrated	performed
began	directed	initiated	photographed
combined	displayed	instituted	planned
composed	drew	integrated	revised
conceptualized	entertained	introduced	revitalized
condensed	established	invented	shaped
created	fashioned	modeled	solved
customized	formulated	modified	

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	
balanced	estimated	programmed	

Helping Skills

adapted	collaborated	expedited	provided
advocated	contributed	facilitated	referred
aided	cooperated	furthered	rehabilitated
answered	counseled	guided	represented
arranged	demonstrated	helped	resolved
assessed	diagnosed	insured	simplified
assisted	educated	interviewed	supplied
clarified	encouraged	motivated	supported
coached	ensured	prevented	volunteered

Management/Leadership Skills

administered	delegated	incorporated	prioritized
analyzed	developed	increased	produced
appointed	directed	initiated	streamlined
approved	eliminated	inspected	strengthened
assigned	emphasized	instituted	supervised
attained	enforced	led	terminated
authorized	enhanced	managed	recommended
chaired	established	merged	reorganized
considered	executed	motivated	replaced
consolidated	generated	navigated	restored
contracted	handled	organized	reviewed
controlled	headed	overhauled	scheduled
converted	hired	oversaw	secured
coordinated	hosted	planned	selected
decided	improved	presided	

Organizational Skills

approved	distributed	ordered	routed
arranged	executed	organized	scheduled
catalogued	filed	prepared	screened
categorized	generated	processed	submitted
charted	incorporated	provided	supplied
classified	inspected	purchased	standardized
coded	logged	recorded	systematized
collected	maintained	registered	updated
compiled	monitored	reserved	validated
corrected	obtained	responded	verified
corresponded	operated	reviewed	

Research Skills

analyzed	diagnosed	inspected	reviewed
clarified	evaluated	interviewed	searched
collected	examined	invented	solved
compared	experimented	investigated	summarized
conducted	explored	located	surveyed
critiqued	extracted	measured	systematized
detected	formulated	organized	tested
determined	gathered	researched	

Teaching Skills

adapted	developed	individualized	taught
advised	enabled	informed	tested
clarified	encouraged	instilled	tested
coached	evaluated	instructed	trained
communicated	explained	motivated	transmitted
conducted	facilitated	persuaded	tutored
coordinated	focused	stimulated	
critiqued	guided	stimulated	

Technical Skills

adapted	debugged	printed	solved
applied	designed	programmed	specialized
assembled	determined	rectified	standardized
built	engineered	regulated	studied
calculated	fabricated	remodeled	upgraded
computed	fortified	repaired	utilized
conserved	maintained	replaced	
constructed	operated	restored	
converted	overhauled	secureselected	