

## Action Verbs

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### Communication/ People Skills

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Collaborated  
Communicated  
Composed  
Condensed  
Consulted  
Corresponded  
Debated  
Defined  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Incorporated  
Influenced  
Interpreted  
Interviewed  
Lectured  
Marketed  
Mediated  
Moderated  
Negotiated  
Outlined  
Persuaded  
Presented  
Promoted  
Publicized  
Recruited  
Reported  
Resolved  
Solicited  
Summarized  
Synthesized  
Translated  
Wrote  
Proposed

### Creative Skills

Adapted  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Planned  
Revised  
Revitalized

### Data/

### Financial Skills

Administered  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Netted  
Planned  
Prepared  
Programmed  
Reduced  
Researched

### Helping Skills

Adapted  
Advocated  
Arranged  
Assessed  
Coached  
Collaborated  
Contributed  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited  
Facilitated  
Guided  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved

### Teaching Skills

Adapted  
Advised  
Coached  
Conducted  
Coordinated  
Developed  
Evaluated  
Facilitated  
Instructed  
Taught  
Tested  
Trained  
Tutored

### Research Skills

Analyzed  
Collected  
Compared  
Conducted  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Explored  
Extracted  
Formulated  
Gathered  
Inspected  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Summarized  
Surveyed  
Systematized  
Tested

**Management/  
Leadership Skills**

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Authorized  
Chaired  
Consolidated  
Coordinated  
Developed  
Directed  
Enhanced  
Established  
Generated  
Headed  
Hired  
Improved  
Incorporated  
Increased  
Initiated  
Instituted  
Led  
Managed  
Organized  
Overhauled  
Oversaw  
Planned  
Presided  
Produced  
Reorganized  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised

**Organizational Skills**

Approved  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Distributed  
Generated  
Incorporated  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reviewed  
Scheduled  
Screened  
Standardized  
Systematized  
Updated  
Verified

**Technical Skills**

Adapted  
Applied  
Assembled  
Built  
Calculated  
Computed  
Constructed  
Converted  
Designed  
Developed  
Engineered  
Fabricated  
Installed  
Maintained  
Operated  
Overhauled  
Programmed  
Regulated  
Remodeled  
Repaired  
Restored  
Standardized  
Upgraded  
Utilized

**Clerical Skills**

Approved  
Arranged  
Catalogued  
Collected  
Compiled  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Screened  
Systematized  
Tabulated