

Action Verbs

Management Skills

Administered	Delegated	Improved	Produced
Analyzed	Developed	Initiated	Recommended
Assigned	Directed	Instituted	Reorganized
Attained	Enhanced	Managed	Reviewed
Chaired	Established	Motivated	Scheduled
Consolidated	Evaluated	Organized	Strengthened
Contracted	Executed	Planned	Supervised
Coordinated	Increased	Prioritized	

Communication Skills

Addressed	Directed	Interpreted	Publicized
Authored	Drafted	Lectured	Reconciled
Collaborated	Edited	Mediated	Recruited
Composed	Elicited	Moderated	Resolved
Contacted	Explained	Negotiated	Spoke
Convinced	Formulated	Persuaded	Translated
Corresponded	Influenced	Promoted	Wrote

Research Skills

Analyzed	Diagnosed	Interpreted	Reviewed
Clarified	Evaluated	Interviewed	Solved
Collected	Examined	Investigated	Summarized
Compared	Gathered	Located	Surveyed
Conducted	Extracted	Organized	Systematized
Critiqued	Identified	Researched	Tested

Technical Skills

Adapted	Developed	Operated	Solved
Applied	Devised	Overhauled	Standardized
Assembled	Engineered	Programmed	Studied
Calculated	Fabricated	Remodeled	Upgraded
Computed	Installed	Repaired	Utilized
Designed	Maintained	Replaced	

Teaching Skills

Adapted	Developed	Facilitated	Instructed
Advised	Enabled	Focused	Persuaded
Coached	Encouraged	Guided	Stimulated
Communicated	Evaluated	Individualized	Trained
Coordinated	Explained	Informed	Tutored



Action Verbs

Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marked	Researched
Audited	Developed	Planned	

Creative Skills

Acted	Developed	Instituted	Planned
Adapted	Directed	Integrated	Revised
Composed	Established	Introduced	Revitalized
Conceptualized	Fashioned	Invented	Shaped
Created	Founded	Modified	Solved
Customized	Illustrated	Originated	
Designed	Initiated	Performed	

Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

Clerical/Detail Skills

Approved	Distributed	Prepared	Set up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Specified
Charted	Implemented	Recorded	Systematized
Classified	Inspected	Retrieved	Tabulated
Coded	Maintained	Reviewed	Updated
Collected	Monitored	Routed	Validated
Compiled	Operated	Scheduled	Verified
Dispatched	Organized	Screened	

More Verbs for Accomplishments

Achieved	Improved	Spearheaded	Won
Expanded	Reduced (losses)	Succeeded	
Pioneered	Resolved (problems)	Surpassed	
Completed	Restored	Transformed	

