

# 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 |     |

