Action Verbs

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

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

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

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

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

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

### Creative Skills

- Acted
- Adapted
- Composed
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Directed
- Established
- Fashioned
- Founded
- Illustrated
- Initiated
- Planned
- Revised
- Shaped
- Solved

### Helping Skills

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

### Clerical/Detail Skills

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

### More Verbs for Accomplishments

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