

Action Verbs

Communication/People Skills

Addressed	Advertised	Arbitrated	Arranged	Articulated	Authored	Clarified
Collaborated	Communicated	Composed	Condensed	Conferred	Consulted	Contacted
Conveyed	Convinced	Corresponded	Debated	Defined	Developed	Directed
Discussed	Drafted	Edited	Elicited	Enlisted	Explained	Expressed
Formulated	Furnished	Incorporated	Influenced	Interacted	Interpreted	Interviewed
Involved	Joined	Judged	Lectured	Listened	Marketed	Mediated
Moderated	Negotiated	Observed	Outlined	Participated	Persuaded	Presented
Promoted	Proposed	Publicized	Reconciled	Recruited	Referred	Reinforced
Reported	Resolved	Responded	Solicited	Specified	Spoke	Suggested
Summarized	Synthesized	Translated	Wrote			

Creative Skills

Acted	Adapted	Began	Combined	Composed	Conceptualized	
Condensed	Created	Customized	Designed	Developed	Directed	Displayed
Drew	Entertained	Established	Fashioned	Formulated	Founded	Illustrated
Initiated	Instituted	Integrated	Introduced	Invented	Modeled	Modified
Originated	Performed	Photographed	Planned	Revised	Revitalized	Shaped
Solved						

Data/Financial Skills

Administered	Adjusted	Allocated	Analyzed	Appraised	Assessed	Audited
Balanced	Budgeted	Calculated	Computed	Conserved	Corrected	Determined
Developed	Estimated	Forecasted	Managed	Marketed	Measured	Netted
Planned	Prepared	Programmed	Projected	Qualified	Reconciled	Reduced
Researched	Retrieved					

Helping Skills

Adapted	Advocated	Aided	Answered	Arranged	Assessed	Assisted
Clarified	Coached	Collaborated	Contributed	Cooperated	Counseled	
Demonstrated	Diagnosed	Educated	Encouraged	Ensured	Expedited	Facilitated
Familiarized	Furthered	Guided	Helped	Insured	Intervened	Motivated
Prevented	Provided	Referred	Rehabilitated	Represented	Resolved	Simplified
Supplied	Supported	Volunteered				

Action Verbs Continued

Management/Leadership Skills

Administered	Analyzed	Appointed	Approved	Assigned	Attained	Authorized
Chaired	Considered	Consolidated	Contracted	Controlled	Converted	Coordinated
Decided	Delegated	Developed	Directed	Eliminated	Emphasized	Enforced
Enhanced	Established	Executed	Generated	Handled	Headed	Hired
Hosted	Improved	Incorporated	Increased	Initiated	Inspected	Instituted
Led	Managed	Merged	Motivated	Navigated	Organized	Originated
Overhauled	Oversaw	Planned	Presided	Prioritized	Produced	
Recommended	Reorganized	Replaced	Restored	Reviewed	Scheduled	Secured
Selected	Streamlined	Strengthened	Supervised	Terminated		

Organizational Skills

Approved	Arranged	Catalogued	Categorized	Charted	Classified	Coded
Collected	Compiled	Corrected	Corresponded	Distributed	Executed	Filed
Generated	Incorporated	Inspected	Logged	Maintained	Monitored	Obtained
Operated	Ordered	Organized	Prepared	Processed	Provided	Purchased
Recorded	Registered	Reserved	Responded	Reviewed	Routed	Scheduled
Screened	Submitted	Supplied	Standardized	Systematized	Updated	Validated
Verified						

Research Skills

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

Teaching Skills

Adapted	Advised	Clarified	Coached	Communicated		Conducted
Coordinated	Developed	Enabled	Encouraged	Evaluated	Explained	Facilitated
Focused	Guided	Individualized	Informed	Instilled	Instructed	Motivated
Persuaded	Simulated	Stimulated	Taught	Tested	Trained	Transmitted
Tutored						

Technical Skills

Adapted	Applied	Assembled	Built	Calculated	Computed	Conserved
Constructed	Converted	Debugged	Designed	Determined	Developed	Engineered
Fabricated	Fortified	Installed	Maintained	Operated	Overhauled	Printed
Programmed	Rectified	Regulated	Remodeled	Repaired	Replaced	Restored
Solved	Specialized	Standardized	Studied	Upgraded	Utilized	