

Action Verbs

Management Skills

administered	analyzed	assigned	attained	chaired
contracted	consolidated	coordinated	developed	directed
delegated	evaluated	executed	improved	increased
organized	oversaw	planned	prioritized	produced
recommended	reviewed	scheduled	strengthened	supervised

Communication Skills

addressed	arbitrated	arranged	authored	corresponded
developed	directed	drafted	edited	enlisted
formulated	influenced	interpreted	lectured	mediated
moderated	motivated	negotiated	persuaded	promoted
publicized	reconciled	recruited	spoke	translated
wrote				

Research Skills

clarified	collected	critiqued	diagnosed	evaluated
examined	extracted	identified	inspected	interpreted
interviewed	investigated	organized	reviewed	summarized
surveyed	systematized			

Technical Skills

assembled	built	calculated	computed	designed
devised	engineered	fabricated	maintained	operated
overhauled	programmed	remodeled	repaired	solved
trained	upgraded			

Teaching Skills

adapted	advised	clarified	coached	communicated
coordinated	developed	enabled	encouraged	evaluated
explained	facilitated	guided	informed	initiated
instructed	persuaded	set goals	stimulated	trained

Financial Skills

administered	allocated	analyzed	appraised	audited
balanced	budgeted	calculated	computed	developed

forecast managed marketed planned projected
researched

Creative Skills

acted conceptualized created designed developed
directed established fashioned founded illustrated
instituted integrated introduced invented originated
performed planned revitalized shaped

Helping Skills

assessed assisted clarified coached counselled
demonstrated diagnosed educated expidited facilitated
familiarized guided referred rehabilitated represented

Administrative Skills

approved arranged catalogued classified collected
compiled dispatched executed generated implemented
inspected monitored operated organized prepared
processed purchased recorded retrieved screened
specified tabulated validated