ACTION VERBS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Management Skills** | **Communication Skills** | **Teaching Skills** | **Helping Skills** | **Creative Skills** |
| administered | addressed | adapted | assessed | acted |
| analyzed | arbitrated | advised | assisted | conceptualized |
| assigned | arranged | clarified | clarified | created |
| attained | authored | coached | coached | customized |
| chaired | collaborated | communicated | counseled | designed |
| consolidated | convinced | coordinated | demonstrated | developed |
| contracted | corresponded | demystified | diagnosed | directed |
| coordinated | developed | developed | educated | established |
| delegated | directed | enabled | expedited | fashioned |
| developed | edited | encouraged | facilitated | founded |
| directed | enlisted | evaluated | guided | illustrated |
| evaluated | formulated | explained | motivated | initiated |
| executed | influenced | facilitated | referred | instituted |
| improved | lectured | guided | rehabilitated | integrated |
| increased | mediated | informed | represented | introduced |
| organized | moderated | instructed |  | invented |
| oversaw | negotiated | persuaded | **Technical Skills** | originated |
| planned | persuaded | set goals | assembled | performed |
| prioritized | promoted | stimulated | built | planned |
| produced | publicized | trained | calculated | revitalized |
| recommended | reconciled |  | computed | shaped |
| reviewed | spoke | **Clerical or Detail Skills** | configured |  |
| scheduled | translated | approved | designed | **Accomplishments** |
| strengthened | wrote | arranged | devised | achieved |
| supervised |  | catalogued | engineered | expanded |
|  | **Financial Skills** | classified | fabricated | improved |
| **Research Skills** | administered | collected | installed | pioneered |
| clarified | allocated | compiled | maintained | reduced (losses) |
| collected | analyzed | executed | operated | resolved (problems) |
| critiqued | appraised | generated | overhauled | restored |
| diagnosed | audited | implemented | performed | spearheaded |
| evaluated | balanced | inspected | troubleshooting | transformed |
| examined | budgeted | monitored | programmed |  |
| identified | calculated | operated | remodeled |  |
| inspected | computed | organized | repaired |  |
| interpreted | developed | prepared | retrieved |  |
| interviewed | forecast | processed | solved |  |
| investigated | managed | purchased | upgraded |  |
| organized | marketed | recorded |  |  |
| reviewed | planned | retrieved |  |  |
| summarized | projected | screened |  |  |
| surveyed | researched | specified |  |  |
| systematized |  | systematized |  |  |
|  |  | tabulated/validated |  |  |