

ACTION VERBS

Management Skills

administered
 analyzed
 assigned
 attained
 chaired
 contracted
 consolidated
 coordinated
 delegated
 developed
 directed
 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
 stimulated

**Financial/
 Numerical Skills**

administered
 allocated
 analyzed
 appraised
 arranged
 audited
 balanced
 budgeted
 calculated
 compiled
 computed
 controlled
 developed
 examined
 forecasted
 inventoried
 managed
 marketed
 planned
 programmed
 projected
 revised
 researched
 solved
 tested

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
 counseled
 demonstrated
 diagnosed
 educated
 expedited
 facilitated
 familiarized
 guided
 referred
 rehabilitated
 represented

Attention to Detail

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

