

Action Verbs

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills
Administered	Addressed	Analyzed	Assembled	Adapted
Analyzed	Arbitrated	Calculated	Built	Advised
Assigned	Arranged	Clarified	Calculated	Clarified
Attained	Authored	Collected	Computed	Coached
Chaired	Collaborated	Critiqued	Designed	Communicated
Coordinated	Corresponded	Detected	Engineered	Coordinated
Delegated	Developed	Diagnosed	Maintained	Developed
Developed	Directed	Evaluated	Operated	Educated
Directed	Drafted	Examined	Overhauled	Enabled
Evaluated	Edited	Identified	Programmed	Encouraged
Improved	Enlisted	Inspected	Remodeled	Evaluated
Increased	Formulated	Interpreted	Repaired	Explained
Initiated	Influenced	Interviewed	Upgraded	Facilitated
Integrated	Interpreted	Investigated		Guided
Organized	Lectured	Monitored		Informed
Oversaw	Mediated	Organized		Persuaded
Planned	Moderated	Researched		Set goals
Prioritized	Negotiated	Reviewed		Stimulated
Produced	Persuaded	Summarized		Trained
Recommended	Promoted	Surveyed		
Reviewed	Publicized	Systematized		
Scheduled	Reconciled			
Supervised	Recruited			
	Translated			

Financial Skills	Creative Skills	Helping Skills	Clerical Skills	Accomplishments
Administered	Acted	Assisted	Approved	Achieved
Allocated	Conceptualized	Assessed	Arranged	Expanded
Analyzed	Created	Clarified	Catalogued	Improved
Appraised	Customized	Coached	Classified	Pioneered
Audited	Designed	Counseled	Collected	Reduced
Balanced	Developed	Demonstrated	Compiled	Resolved
Budgeted	Directed	Diagnosed	Dispatched	Restored
Calculated	Established	Educated	Generated	
Developed	Fashioned	Facilitated	Implemented	
Forecasted	Founded	Guided	Inspected	
Managed	Illustrated	Motivated	Monitored	
Marketed	Initiated	Referred	Operated	
Planned	Instituted	Represented	Organized	
Projected	Integrated		Prepared	
Researched	Introduced		Processed	
	Invented		Purchased	
	Performed		Recorded	
	Planned		Retrieved	
	Revitalized		Screened	
	Shaped		Specified	