

ACTION WORDS

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

Teaching Skills

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

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

Research Skills

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

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

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

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

Helping Skills

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

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