### ACTION VERBS

#### Communication/People Skills
- Advertised, Composed, Directed, Expressed, Involved, Observed, Publicized, Resolved
- Advised, Consulted, Discovered, Informed, Listened, Persuaded, Recruited, Responded
- Answered, Contacted, Discussed, Interacted, Marketed, Presented, Referred, Spoke
- Collaborated, Defined, Displayed, Interpreted, Moderated, Promoted, Related, Translated
- Communicated, Developed, Explained, Interviewed, Negotiated, Proposed, Reported, Wrote

#### Creative Skills
- Acted, Composed, Designed, Drafted, Founded, Instituted, Modified, Produced
- Adopted, Condensed, Developed, Established, Generated, Integrated, Organized, Revised
- Authored, Constructed, Directed, Fashioned, Illustrated, Introduced, Originated, Revitalized
- Built, Created, Discovered, Formed, Imagined, Invented, Performed, Solved
- Combined, Customized, Displayed, Formulated, Initiated, Learned, Planned, Utilized

#### Data/Financial Skills
- Accounted, Analyzed, Calculated, Determined, Invested, Planned, Purchased, Retrieved
- Adjusted, Assessed, Computed, Developed, Managed, Prepared, Reconciled, Totalled
- Administered, Balanced, Conserved, Documented, Marketed, Programmed, Reduced, Valued
- Allocated, Budgeted, Corrected, Estimated, Measured, Projected, Researched, Verified

#### Management/Leadership Skills
- Administered, Conducted, Developed, Handled, Increased, Mentored, Planned, Reviewed
- Advocated, Contributed, Directed, Headed, Instituted, Motivated, Prioritized, Scheduled
- Analyzed, Converted, Emphasized, Hired, Instructed, Navigated, Produced, Selected
- Approved, Coordinated, Established, Implemented, Led, Operated, Recommended, Strengthened
- Assigned, Decided, Executed, Improved, Maintained, Organized, Reorganized, Supervised
- Attained, Designated, Generated, Incorporated, Managed, Oversaw, Replaced, Trained

#### Organizational Skills
- Approved, Collected, Corrected, Documented, Maintained, Organized, Processed, Scheduled
- Arranged, Compiled, Corresponded, Filed, Monitored, Planned, Responded, Updated
- Categorized, Coordinated, Distributed, Inspected, Ordered, Prepared, Reviewed, Verified

#### Research Skills
- Analyzed, Concluded, Detected, Examined, Formulated, Interviewed, Measured, Studied
- Clarified, Conducted, Determined, Experimented, Gathered, Invented, Organized, Summarized
- Collected, Corroborated, Documented, Explored, Hypothesized, Investigated, Researched, Surveyed
- Compared, Deciphered, Evaluated, Extracted, Inspected, Located, Solved, Tested

#### Teaching Skills
- Adapted, Coached, Coordinated, Encouraged, Facilitated, Individualized, Motivated, Taught
- Advised, Communicated, Demonstrated, Evaluated, Focused, Informed, Prepared, Tested
- Clarified, Conducted, Developed, Explained, Guided, Instructed, Simulated, Tutored

#### Technical Skills
- Accounted, Built, Converted, Documented, Installed, Reconstructed, Replaced, Studied
- Adapted, Calculated, Debugged, Drafted, Maintained, Rectified, Restored, Tabulated
- Analyzed, Computed, Designed, Engineered, Operated, Regulated, Solved, Upgraded
- Applied, Conserved, Determined, Fabricated, Overhauled, Remodeled, Specialized, Utilized
- Assembled, Constructed, Developed, Fortified, Programmed, Repaired, Standardized, Wrote