

# 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
Adapted	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