

# APPENDIX 1

Sample active verbs (skills) to build accomplishment statements.

Analytical	Communication	Creative	Interpersonal
Analyze	Advise	Compose	Adapt
Apply	Clarify	Craft	Advise
Compare	Compose	Create	Coach
Contrast	Convey	Demonstrate	Collaborate
Critique	Convince	Design	Consult
Describe	Discuss	Display	Influence
Estimate	Draft	Draw	Interview
Evaluate	Explain	Edit	Listen
Explain	Facilitate	Exhibit	Manage
Identify	Interpret	Explore	Mediate
Investigate	Negotiate	Express	Mentor
Observe	Persuade	Generate	Moderate
Problem Solve	Present	Illustrate	Negotiate
Question	Promote	Perform	Persuade
Record	Refer	Produce	Resolve
Research	Report	Publicize	Teach
Review	Summarize	Solve	Teamwork
Synthesize	Translate	Write	
Validate	Write		