

## HOW TO USE ACTION VERBS

### Management Skills:

Administered  
Analyzed  
Assigned  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Led  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reorganized  
Revamped  
Reviewed  
Scheduled  
Supervised

### Financial Skills:

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Forecasted  
Managed  
Marketed  
Planned  
Projected  
Researched

### Research Skills:

Clarified  
Collected  
Critiqued  
Diagnosed  
Discovered  
Elucidated  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Reviewed  
Summarized  
Surveyed  
Systematized

### Technical Skills:

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Pinpointed  
Programmed  
Remolded  
Repaired  
Solved

### Detail Skills:

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Filed  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Simplified  
Specified  
Systematized  
Tabulated  
Validated

## HOW TO USE ACTION VERBS

### Communication Skills:

Addressed  
Arbitrated  
Arranged  
Adhered  
Collaborated  
Corresponded  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

### Creative Skills:

Conceptualized  
Created  
Customized  
Designed  
Directed  
Established  
Fashioned  
Illustrated  
Instituted  
Integrated  
Performed  
Planned  
Proved  
Revised  
Revitalized

Set Up  
Shaped  
Simplified  
Strategized  
Streamlined  
Structured

### Helping Skills:

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Familiarized  
Guided  
Inspired  
Led  
Motivated  
Participated  
Provided  
Referred  
Rehabilitated  
Represented  
Reinforced  
Supported  
Taught  
Trained  
Verified

### Teaching Skills:

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Familiarized  
Guided  
Informed  
Inspired  
Lectured  
Led  
Motivated  
Participated  
Persuaded  
Presented  
Provided  
Referred  
Rehabilitated  
Represented  
Reinforced  
Set Goals  
Stimulated  
Supported  
Taught  
Trained  
Verified