

## SAMPLE ACTION VERBS LISTED BY FUNCTIONAL SKILL AREA

### COMMUNICATION

Aided  
Advised  
Arbitrated  
Clarified  
Co-authored  
Collaborated  
Consulted  
Coordinated  
Counseled  
Defined  
Enlisted  
Formulated  
Influenced  
Informed  
Inspired  
Interpreted  
Interviewed  
Mediated  
Merged  
Negotiated  
Promoted  
Publicized  
Recommended  
Represented  
Resolved  
Suggested

### CREATIVE

Acted  
Abstracted  
Adapted  
Composed  
Conceptualized  
Created  
Designed  
Developed  
Directed  
Drew  
Fashioned  
Generated  
Illustrated  
Imagined  
Improvised  
Integrated  
Innovated  
Painted

Performed  
Planned  
Problem solved  
Shaped  
Synthesized  
Visualized  
Wrote

### DETAIL ORIENTED

Analyzed  
Approved  
Arranged  
Classified  
Collated  
Compared  
Compiled  
Documented  
Enforced  
Followed through  
Met deadlines  
Prepared  
Processed  
Recorded  
Retrieved  
Set priorities  
Systemized  
Tabulated

### FINANCIAL

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Budgeted  
Calculated  
Computed  
Developed  
Evaluated  
Figured  
Maintained  
Managed  
Performed  
Planned  
Projected

### MANUAL SKILLS

Arranged  
Assembled  
Bound  
Built  
Checked  
Classified  
Constructed  
Controlled  
Cut  
Designed  
Developed  
Drove  
Handled  
Installed  
Invented  
Maintained  
Monitored  
Prepared  
Operated  
Repaired  
Tested

### PROVIDING SERVICE

Advised  
Attended  
Cared  
Coached  
Coordinated  
Counseled  
Delivered  
Demonstrated  
Explained  
Furnished  
Generated  
Inspected  
Installed  
Issued  
Mentored  
Provided  
Purchased  
Referred  
Repaired  
Submitted

### ORGANIZING

Achieved  
Assigned  
Consulted  
Contracted  
Controlled  
Coordinated  
Decided  
Delegated  
Developed  
Established  
Evaluated  
Negotiated  
Organized  
Planned  
Prepared  
Prioritized  
Produced  
Recommended  
Reported

### LEADERSHIP

Administered  
Chaired  
Convinced  
Directed  
Examined  
Executed  
Expanded  
Facilitated  
Improved  
Initiated  
Managed  
Oversaw  
Produced  
Recommended  
Reviewed  
Supervised

### RESEARCH/ INVESTIGATION

Calculated  
Cataloged  
Collected  
Computed  
Conducted  
Correlated  
Critiqued  
Diagnosed

Discovered  
Evaluated  
Examined  
Experimented  
Extrapolated  
Gathered  
Identified  
Inspected  
Investigated  
Monitored  
Proved  
Reviewed  
Surveyed  
Tested

### TECHNICAL

Assembled  
Built  
Calculated  
Computed  
Designed  
Engineered  
Fabricated  
Maintained  
Operated  
Programmed  
Remodeled  
Repaired  
Solved

### TEACHING SKILLS

Adapted  
Advised  
Clarified  
Coached  
Developed  
Encouraged  
Evaluated  
Informed  
Inspired  
Motivated  
Participated  
Provided  
Represented  
Supported  
Taught  
Trained  
Verified