**Action Verbs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Communication and**  **People Skills**  Addressed  Advertised  Arbitrated  Arranged  Articulated  Authored  Clarified  Collaborated  Communicated  Composed  Condensed  Conferred  Consulted  Contacted  Conveyed  Convinced  Corresponded  Debated  Defined  Developed  Directed  Discussed  Drafted  Edited  Elicited  Enlisted  Explained  Expressed  Formulated  Furnished  Incorporated  Influenced  **I**nteracted  Interpreted  Interviewed  Involved  Joined  Judged  Lectured  Listened  Marketed  Mediated  Moderated  Negotiated  Observed  Outlined  Participated  Persuaded  Presented  **P**romoted  Proposed  Publicized  Reconciled  Recruited  Referred  Reinforced  Reported | Resolved  Responded  Solicited  Specified  Spoke  Suggested  Summarized  Synthesized  Translated  Wrote  **Creative Skills**  Acted  Adapted  Began  Combined  Composed  Conceptualized.  Condensed  Created  Customized  Designed  Developed  Directed  Displayed  Drew  Entertained  Established  Fashioned  Formulated  Founded  Illustrated  Initiated  Instituted  Integrated  Introduced  Invented  Modeled  Modified  Originated  Performed  Photographed  Planned  Revised  Revitalized  Shaped  Solved  **Data/Financial Skills**  Administered  Adjusted  Allocated  Analyzed  Appraised  Assessed  Audited  Balanced  Budgeted | Calculated  Computed  Conserved  Corrected  Determined  Developed  Estimated  Forecasted  Managed  Marketed  Measured  Netted  Planned  Prepared  Programmed  Projected  Qualified  Reconciled  Reduced  Researched  Retrieved  **Helping Skills**  Adapted  Advocated  Aided  Answered  Arranged  Assessed  Assisted  Clarified  Coached  Collaborated  Contributed  Cooperated  Counseled  Demonstrated  Diagnosed  Educated  Encouraged  Ensured  Expedited  Facilitated  Familiarized  Furthered  Guided  Helped  Insured  Intervened  Motivated  Prevented  Provided  Referred  Rehabilitated  Represented  Resolved  Simplified  Supplied  Supported  Volunteered | **Management and**  **Leadership Skills**  Administered  Analyzed  Appointed  Approved  Assigned  Attained  Authorized  Chaired  Considered  Consolidated  Contracted  Controlled  Converted  Coordinated  Decided  Delegated  Developed  Directed  Eliminated  Emphasized  Enforced  Enhanced  Established  Executed  Generated  Handled  Headed  Hired  Hosted  Improved  Incorporated  Increased  Initiated  Inspected  Instituted  Led  Managed  Merged  Motivated  Navigated  Organized  Originated  Overhauled  Oversaw  Planned  Presided  Prioritized  Produced  Recommended  Reorganized  Replaced  Restored  Reviewed  Scheduled  Secured  Selected  Streamlined  Strengthened  Supervised |
| **Organizational Skills**  Approved  Arranged  Catalogued  Categorized  Charted  Classified  Coded  Collected  Compiled  Corrected  Corresponded  Distributed  Executed  Filed  Generated  Incorporated  Inspected  Logged  Maintained  Monitored  Obtained  Operated  Ordered  Organized  Prepared  Processed  Provided  Purchased  Recorded  Registered  Reserved  Responded  Reviewed  Routed  Scheduled  Screened#  Submitted  Supplied  Standardized  Systematized  Updated  Validated  Verified  **Research Skills**  Analyzed  Clarified  Collected  Compared  Conducted  Critiqued  Detected&  Determined  Diagnosed  Evaluated  Examined  Experimented  Explored  Extracted | Formulated  Gathered  Inspected  Interviewed  Invented  Investigated  Located  Measured  Organized  Researched  Reviewed  Searched  Solved  Summarized  Surveyed  Systematized  Tested&  **Teaching Skills**  Adapted  Advised  Clarified  Coached  Communicated,  Conducted  Coordinated  Critiqued  Developed  Enabled  Encouraged  Evaluated  Explained  Facilitated  Focused  Guided&  Individualized  Informed  Instilled  Instructed  Motivated  Persuaded  Simulated  Stimulated  Taught  Tested&  Trained  Transmitted  Tutored  **Technical Skills**  Adapted  Applied  Assembled  Built&  Calculated  Computed  Conserved  Constructed  Converted  Debugged | Designed  Determined  Developed  Engineered  Fabricated  Fortified  Installed  Maintained  Operated  Overhauled  Printed  Programmed  Rectified  Regulated  Remodeled  Repaired  Replaced  Restored  Solved  Specialized  Standardized  Studied  Upgraded |  |