

# ACTION VERBS



## COMMUNICATION/PEOPLE SKILLS

Addressed	Edited	Participated
Advertised	Elicited	Persuaded
Arbitrated	Enlisted	Presented
Arranged	Explained	Promoted
Articulated	Expressed	Proposed
Authored	Formulated	Publicized
Clarified	Furnished	Reconciled
Collaborated	Incorporated	Recruited
Communicated	Influenced	Referred
Composed	Interacted	Reinforced
Condensed	Interpreted	Reported
Conferred	Interviewed	Resolved
Consulted	Involved	Responded
Contacted	Joined	Solicited
Conveyed	Judged	Specified
Convinced	Lectured	Spoke
Corresponded	Listened	Suggested
Debated	Marketed	Summarized
Defined	Mediated	Synthesized
Developed	Moderated	Translated
Directed	Negotiated	Wrote
Discussed	Observed	
Drafted	Outlined	

## CREATIVE SKILLS

Acted	Displayed	Invented
Adapted	Drew	Modeled
Began	Entertained	Modified
Combined	Established	Originated
Composed	Fashioned	Performed
Conceptualized	Formulated	Photographed
Condensed	Founded	Planned
Created	Illustrated	Revised
Customized	Initiated	Revitalized
Designed	Instituted	Shaped
Developed	Integrated	Solved
Directed	Introduced	

## HELPING SKILLS

Adapted	Demonstrated	Motivated
Advocated	Diagnosed	Prevented
Aided	Educated	Provided
Answered	Encouraged	Referred
Arranged	Ensured	Rehabilitated
Assessed	Expedited	Represented
Assisted	Facilitated	Resolved
Clarified	Familiarized	Simplified
Coached	Furthered	Supplied
Collaborated	Guided	Supported
Contributed	Helped	Volunteered
Cooperated	Insured	
Counseled	Intervened	

## DATA/FINANCIAL SKILLS

Administered	Computed	Netted
Adjusted	Conserved	Planned
Allocated	Corrected	Prepared
Analyzed	Determined	Programmed
Appraised	Developed	Projected
Assessed	Estimated	Qualified
Audited	Forecasted	Reconciled
Balanced	Managed	Reduced
Budgeted	Marketed	Researched
Calculated	Measured	Retrieved

## MANAGEMENT/LEADERSHIP SKILLS

Administered	Enforced	Organized
Analyzed	Enhanced	Originated
Appointed	Established	Overhauled
Approved	Executed	Oversaw
Assigned	Generated	Planned
Attained	Handled	Presided
Authorized	Headed	Prioritized
Chaired	Hired	Produced
Considered	Hosted	Recommended
Consolidated	Improved	Reorganized
Contracted	Incorporated	Replaced
Controlled	Increased	Restored
Converted	Initiated	Reviewed
Coordinated	Inspected	Scheduled
Decided	Instituted	Secured
Delegated	Led	Selected
Developed	Managed	Streamlined
Directed	Merged	Strengthened
Eliminated	Motivated	Supervised
Emphasized	Navigated	Terminated

## ORGANIZATIONAL SKILLS

Approved	Incorporated	Reserved
Arranged	Inspected	Responded
Catalogued	Logged	Reviewed
Categorized	Maintained	Routed
Charted	Monitored	Scheduled
Classified	Obtained	Screened
Coded	Operated	Submitted
Collected	Ordered	Supplied
Compiled	Organized	Standardized
Corrected	Prepared	Systematized
Corresponded	Processed	Updated
Distributed	Provided	Validated
Executed	Purchased	Verified
Filed	Recorded	
Generated	Registered	

## RESEARCH SKILLS

Analyzed	Experimented	Organized
Clarified	Explored	Researched
Collected	Extracted	Reviewed
Compared	Formulated	Searched
Conducted	Gathered	Solved
Critiqued	Inspected	Summarized
Detected	Interviewed	Surveyed
Determined	Invented	Systematized
Diagnosed	Investigated	Tested
Evaluated	Located	
Examined	Measured	

## TEACHING SKILLS

Adapted	Encouraged	Motivated
Advised	Evaluated	Persuaded
Clarified	Explained	Simulated
Coached	Facilitated	Stimulated
Communicated	Focused	Taught
Conducted	Guided	Tested
Coordinated	Individualized	Trained
Critiqued	Informed	Transmitted
Developed	Instilled	Tutored
Enabled	Instructed	

## TECHNICAL SKILLS

Adapted	Developed	Regulated
Applied	Engineered	Repaired
Assembled	Fabricated	Replaced
Built	Fortified	Restored
Calculated	Installed	Solved
Computed	Maintained	Specialized
Conserved	Operated	Standardized
Constructed	Overhauled	Studied
Converted	Printed	Upgraded
Debugged	Programmed	Utilized
Designed	Rectified	
Determined	Remodeled	