

Action Verbs Listed By Skills

The underlined words are especially good for pointing out **accomplishments**.

Management Skills			Communication Skills		
Administered	Developed	Prioritized	Addressed	Drafted	Negotiated
Analyzed	Directed	Produced	Arbitrated	Edited	Persuaded
Assigned	Evaluated	Recommended	Arranged	Enlisted	Promoted
<u>Attained</u>	Executed	Reviewed	Authored	Formulated	Publicized
Chaired	<u>Improved</u>	Scheduled	Collaborated	Influenced	Reconciled
Consolidated	<u>Increased</u>	<u>Strengthened</u>	<u>Convinced</u>	Interpreted	Recruited
Contracted	Organized	Supervised	Corresponded	Lectured	Spoke
Coordinated	Oversaw		Developed	Mediated	Translated
Delegated	Planned		Directed	Moderated	Wrote
Research Skills			Technical Skills		
Clarified	Extracted	Organized	Assembled	Engineered	Programmed
Collected	Identified	Reviewed	Built	Fabricated	Remodeled
Critiqued	Inspected	Summarized	Calculated	Maintained	Repaired
Diagnosed	Interpreted	Surveyed	Computed	Operated	Solved
Evaluated	Interviewed	Systematized	Designed	<u>Overhauled</u>	<u>Upgraded</u>
Examined	Investigated		Devised		
Teaching Skills			Financial Skills		
Adapted	Developed	Informed	Administered	Calculated	Planned
Advised	Enabled	Instructed	Allocated	Computed	Projected
Clarified	Encouraged	Persuaded	Analyzed	Developed	Researched
Coached	Evaluated	Set goals	Appraised	Forecasted	
Communicated	Explained	Stimulated	Audited	Managed	
Coordinated	Facilitated	Trained	Balanced	Marketed	
Demystified	Guided		Budgeted		
Creative Skills			Helping Skills		
Acted	Established	Introduced	Assessed	Diagnosed	Guided
Conceptualized	Fashioned	Invented	Assisted	Educated	Motivated
Created	Founded	Originated	Clarified	<u>Expedited</u>	Referred
Customized	Illustrated	Performed	Coached	Facilitated	Rehabilitated
Designed	Initiated	Planned	Counseled	Familiarized	Represented
Developed	Instituted	Revitalized	Demonstrated		
Directed	Integrated	Shaped			
Clerical or Detail Skills			More Verbs for Accomplishments		
Approved	Generated	Purchased	<u>Achieved</u>	<u>Reduced (losses)</u>	<u>Spearheaded</u>
Arranged	Implemented	Recorded	<u>Expanded</u>	<u>Resolved (problems)</u>	<u>Transformed</u>
Catalogued	Inspected	Retrieved	<u>Improved</u>	<u>Restored</u>	
Classified	Monitored	Screened	<u>Pioneered</u>		
Collected	Operated	Specified			
Compiled	Organized	Systematized			
Dispatched	Prepared	Tabulated			
Executed	Processed	Validated			