

Management/ Leadership Skills

Achieved
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Coached
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Exceeded
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Inspired
Instituted
Lead
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Pioneered
Planned
Presided
Prioritized
Produced
Recommended
Reduced
Reorganized
Replaced
Resolved
Restructured
Reviewed
Scheduled
Selected

Shaped
Simplified
Stimulated
Streamlined
Strengthened
Succeeded
Supervised
Surpassed
Transformed
Unified
Upgraded
Vitalized

Communication/ People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Counseled
Debated
Defined
Described
Developed
Directed
Discussed
Drafted
Dramatized
Drew
Edited
Elicited
Enlisted
Educated
Explained
Expressed
Facilitated
Formulated
Furnished
Illustrated
Influenced
Informed
Instructed
Instrumented
Interacted
Interpreted
Interviewed
Introduced
Involved
Joined

Judged
Lectured
Listened
Marketed
Mediated
Moderated
Observed
Outlined
Participated
Performed
Persuaded
Prescribed
Presented
Promoted
Proposed
Publicized
Quoted
Raised
Reasoned
Recommended
Reconciled
Recorded
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Sold
Solved
Specified
Spoke
Suggested
Summarized
Synthesized
Talked
Transcribed
Translated
Transmitted
Treated
Wrote

Research Skills

Analyzed
Applied
Ascertained
Assessed
Audited
Calculated
Catalogued
Charted
Classified
Collected
Compared
Compiled
Completed
Conducted
Critiqued
Defined
Detected
Determined

Diagnosed
Discovered
Dissected
Eliminated
Established
Estimated
Evaluated
Examined
Experimented
Explained
Explored
Extracted
Figured
Formulated
Gathered
Identified
Indexed
Inspected
Interpreted
Investigated
Judged
Located
Mapped
Measured
Modeled
Observed
Organized
Researched
Reviewed
Searched
Solved
Studied
Summarized
Synthesized
Systematized
Tabulated
Transcribed

Technical Skills

Activated
Adapted
Adjusted
Aligned
Applied
Assembled
Built
Calculated
Calibrated
Computed
Conserved
Constructed
Converted
Created
Debugged
Designed
Detailed
Diagnosed
Engineered
Expanded
Extracted
Fabricated

Fixed
Formulated
Guided
Indexed
Installed
Integrated
Invented
Maintained
Mapped
Measured
Navigated
Operated
Overhauled
Painted
Photographed
Printed
Processed
Produced
Programmed
Rectified
Regulated
Remodeled
Rendered
Repaired
Replaced
Restructured
Restored
Shaped
Sketched
Solved
Sorted
Specialized
Standardized
Straightened
Strengthened
Studied
Surveyed
Transformed
Upgraded
Utilized

Teaching/ Training Skills

Adapted
Addressed
Advised
Applied
Assisted
Clarified
Coached
Communicated
Conducted
Coordinated
Counseled
Defined
Delivered
Demonstrated
Developed
Devised
Dramatized
Drew
Drove

Action Verbs

Teaching/ Training Skills

Edited
Educated
Effected
Electrified Enabled
Encouraged
Entertained
Evaluated
Examined
Exhibited
Explained
Facilitated
Familiarized
Focused
Illustrated
Increased
Indoctrinated
Informed
Individualized
Instilled
Instructed
Interpreted
Introduced
Lead
Lectured
Mentored
Modeled
Motivated
Piloted
Planned
Prepared
Provided
Recommended
Referred
Reported
Reviewed
Scheduled
Served
Shaped
Simplified
Stimulated
Summarized
Taught
Tested
Trained
Translated
Tutored

Financial / Data Skills

Adjusted
Administered
Analyzed
Appraised
Assessed
Audited
Budgeted
Calculated
Charted

Collected
Computed
Conserved
Consolidated
Corrected
Deferred
Detailed
Determined
Developed
Devised
Diagnosed
Dispensed
Distributed
Diverted
Drafted
Established
Estimated
Evaluated
Examined
Figured
Filed
Forecasted
Formulated
Gathered
Generated
Governed
Helped
Identified
Increased
Indexed
Maintained
Managed
Marketed
Measured
Modeled
Planned
Predicted
Prepared
Processed
Projected
Purchased
Quoted
Raised
Reconciled
Recorded
Reduced
Reported
Restructured
Reviewed
Saved
Sold
Studied
Tabulated
Transferred
Transmitted

Creative Skills

Acted
Adapted
Began
Brainstormed
Changed

Combined
Composed
Conceptualized
Condensed
Conducted
Crafted
Created
Customized
Demonstrated
Designed
Detailed
Developed
Devised
Displayed
Drafted
Dramatized
Drew
Electrified
Enlarged
Entertained
Envisioned
Exhibited
Expressed
Fabricated
Fashioned
Formulated
Illustrated
Improved
Improvised
Initiated
Innovated
Inspired
Instituted
Instrumented
Integrated
Invented
Marketed
Modeled
Modified
Orchestrated
Organized
Originated
Painted
Performed
Photographed
Pioneered
Pitched
Planned
Played
Produced
Proposed
Published
Reorganized
Restructured
Revised
Revitalized
Rewrote
Shaped
Simplified
Sketched
Solved
Synthesized
Translated
Updated
Vitalized

Helping Skills

Addressed
Administered
Advised
Advocated
Aided
Arbitrated
Arranged
Assisted
Cared for
Clarified
Coached
Collaborated
Consulted
Contributed
Cooperated
Counseled
Demonstrated
Detailed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Increased
Indoctrinated
Informed
Instructed
Insured
Interpreted
Introduced
Lead
Mediated
Mentored
Modeled
Motivated
Prevented
Referred
Rehabilitated
Simplified
Supplied
Supported
Volunteered

Organization/ Detail Skills

Administered
Appraised
Approved
Arranged
Audited
Calculated
Calibrated
Catalogued
Charted

Classified
Coded
Compiled
Completed
Computed
Controlled
Coordinated
Detailed
Diagnosed
Dissected
Distributed
Edited
Eliminated
Estimated
Evaluated
Examined
Executed
Figured
Filed
Filtered
Gathered
Generated
Governed
Identified
Incorporated
Indexed
Inventoried
Investigated
Logged
Maintained
Managed
Monitored
Obtained
Operated
Ordered
Organized
Planned
Prepared
Prescribed
Processed
Provided
Reconciled
Recorded
Registered
Reorganized
Reported
Reserved
Researched
Restructured
Reviewed
Revised
Routed
Scheduled
Screened
Set up
Submitted
Sorted
Specified
Standardized
Straightened
Streamlined
Validated
Verified