

ACTION VERBS

Adapted list inspired by Employment Development Department of Palo Alto, CA.

Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Contracted
Consolidated
Coordinated
Delegated
Developed
Directed
Enforced
Evaluated
Executed
Hired
Improved
Increased
Led
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised
Trouble-shot

Systematized

Tabulated
Validated

Communication Skills

Addressed
Arranged
Authored
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Merged
Moderated
Motivated
Negotiated
Persuaded
Presented
Promoted
Publicized
Recruited
Sold
Translated
Wrote

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Detailed
Developed
Managed
Marketed
Planned
Projected
Researched

Helping Skills

Assessed
Assisted
Attended
Clarified
Coached
Counseled
Demonstrated
Diagnose
Educated
Expedited
Facilitated
Familiarized
Guided
Helped
Listened
Referred
Rendered
Related
Represented
Served

Research Skills

Analyzed
Clarified
Classified
Collected
Compiled
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed

Isolated
Organized
Perceived
Recognized
Recorded
Reviewed
Summarized
Surveyed

Teaching Skills

Adapted
Adopted
Advised
Briefed
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Enlightened
Evaluated
Explained
Facilitated
Guided
Informed
Influenced
Initiated
Instructed
Persuaded
Set goals
Stimulated
Valued

Technical Skills

Assembled
Built
Bound
Calculated
Controlled
Computed
Designed
Engineered
Fabricated
Graded
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Trained
Transported

Clerical or Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Collected
Dispatched
Executed
Generated
Implemented
Inspected
Memorized
Operated
Organized
Prepared
Processed
Purchased
Responded
Retained
Retrieved
Screened
Specified

Creative Skills

Abstracted
Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Generated
Illustrated
Instituted
Integrated
Invented
Originated
Painted
Performed
Planned
Revitalized
Synthesized
Visualized

