

# Action Verbs Categorized by Skill Areas



## Management Skills

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- |               |              |             |               |
|---------------|--------------|-------------|---------------|
| •Administered | •Delegated   | •Improved   | •Prioritized  |
| •Analyzed     | •Developed   | •Initiated  | •Produced     |
| •Assigned     | •Directed    | •Instituted | •Recommended  |
| •Attained     | •Enhanced    | •Managed    | •Reorganized  |
| •Chaired      | •Established | •Motivated  | •Reviewed     |
| •Consolidated | •Evaluated   | •Organized  | •Scheduled    |
| •Contracted   | •Executed    | •Oversaw    | •Strengthened |
| •Coordinated  | •Increased   | •Planned    | •Supervised   |



## Communication Skills

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- |               |               |              |              |
|---------------|---------------|--------------|--------------|
| •Addressed    | •Corresponded | •Interpreted | •Recruited   |
| •Advertised   | •Directed     | •Lectured    | •Redirected  |
| •Authored     | •Discussed    | •Mediated    | •Referred    |
| •Called       | •Drafted      | •Moderated   | •Related     |
| •Circulated   | •Edited       | •Negotiated  | •Represented |
| •Coached      | •Elicited     | •Oriented    | •Resolved    |
| •Collaborated | •Emphasized   | •Persuaded   | •Shown       |
| •Communicated | •Explained    | •Presented   | •Spoke       |
| •Composed     | •Formulated   | •Promoted    | •Translated  |
| •Conferred    | •Influenced   | •Publicized  | •Transmitted |
| •Contacted    | •Informed     | •Recommended | •Tutored     |
| •Convinced    | •Instructed   | •Reconciled  | •Wrote       |



## Research Skills

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- |             |             |               |               |
|-------------|-------------|---------------|---------------|
| •Adapted    | •Designed   | •Interpreted  | •Researched   |
| •Analyzed   | •Developed  | •Interviewed  | •Reviewed     |
| •Applied    | •Devised    | •Investigated | •Solved       |
| •Assembled  | •Diagnosed  | •Located      | •Standardized |
| •Built      | •Engineered | •Maintained   | •Studied      |
| •Calculated | •Evaluated  | •Operated     | •Summarized   |
| •Clarified  | •Examined   | •Organized    | •Surveyed     |
| •Collected  | •Extracted  | •Overhauled   | •Systematized |
| •Compared   | •Fabricated | •Programmed   | •Tested       |
| •Computed   | •Gathered   | •Remodeled    | •Upgraded     |
| •Conducted  | •Identified | •Repaired     | •Utilized     |
| •Critiqued  | •Installed  | •Replaced     |               |



## Teaching Skills

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- |               |             |                 |             |
|---------------|-------------|-----------------|-------------|
| •Adapted      | •Developed  | •Facilitated    | •Instructed |
| •Advised      | •Enabled    | •Focused        | •Persuaded  |
| •Coached      | •Encouraged | •Guided         | •Stimulated |
| •Communicated | •Evaluated  | •Individualized | •Trained    |
| •Coordinated  | •Explained  | •Informed       | •Tutored    |



## Financial Skills

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- |               |             |             |             |
|---------------|-------------|-------------|-------------|
| •Administered | •Balanced   | •Estimated  | •Projected  |
| •Allocated    | •Budgeted   | •Forecasted | •Reconciled |
| •Analyzed     | •Calculated | •Managed    | •Reduced    |
| •Audited      | •Developed  | •Planned    | •Researched |



## Creative Skills

- |                 |              |               |              |
|-----------------|--------------|---------------|--------------|
| •Acted          | •Developed   | •Initiated    | •Planned     |
| •Adapted        | •Directed    | •Instituted   | •Proposed    |
| •Authored       | •Established | •Integrated   | •Researched  |
| •Composed       | •Estimated   | •Introduced   | •Revised     |
| •Conceptualized | •Fashioned   | •Invented     | •Revitalized |
| •Created        | •Forecasted  | •Investigated | •Set Up      |
| •Conceived      | •Formulated  | •Modified     | •Shaped      |
| •Customized     | •Founded     | •Originated   | •Solved      |
| •Designed       | •Illustrated | •Performed    | •Studied     |



## Helping Skills

- |            |               |               |                |
|------------|---------------|---------------|----------------|
| •Advocated | •Counseled    | •Facilitated  | •Rehabilitated |
| •Aided     | •Demonstrated | •Familiarized | •Represented   |
| •Assessed  | •Diagnosed    | •Guided       | •Resolved      |
| •Assisted  | •Educated     | •Intervened   | •Supported     |
| •Clarified | •Encouraged   | •Motivated    | •Volunteered   |
| •Coached   | •Expedited    | •Referred     |                |



## Clerical or Detail Skills

- |             |              |            |               |
|-------------|--------------|------------|---------------|
| •Approved   | •Distributed | •Prepared  | •Set Up       |
| •Arranged   | •Executed    | •Processed | •Standardized |
| •Catalogued | •Generated   | •Purchased | •Systematized |
| •Charted    | •Implemented | •Recorded  | •Tabulated    |
| •Classified | •Inspected   | •Retrieved | •Updated      |
| •Coded      | •Maintained  | •Reviewed  | •Validated    |
| •Collected  | •Monitored   | •Routed    | •Verified     |
| •Compiled   | •Operated    | •Scheduled |               |
| •Dispatched | •Organized   | •Screened  |               |



## Leadership Skills

- |               |              |              |             |
|---------------|--------------|--------------|-------------|
| •Administered | •Delegated   | •Governed    | •Selected   |
| •Allocated    | •Designated  | •Hired       | •Settled    |
| •Appointed    | •Directed    | •Led         | •Signed     |
| •Approved     | •Disapproved | •Managed     | •Specified  |
| •Assigned     | •Discharged  | •Oversaw     | •Sponsored  |
| •Authorized   | •Encouraged  | •Presided    | •Stipulated |
| •Awarded      | •Enforced    | •Recommended | •Supervised |
| •Conducted    | •Evaluated   | •Regulated   |             |
| •Controlled   | •Executed    | •Required    |             |



## Organizational Skills

- |            |              |              |            |
|------------|--------------|--------------|------------|
| •Arranged  | •Calculated  | •Prepared    | •Reported  |
| •Analyzed  | •Coordinated | •Purchased   | •Scheduled |
| •Assembled | •Organized   | •Recorded    |            |
| •Budgeted  | •Planned     | •Reorganized |            |



## Interpersonal Skills

- |               |              |               |             |
|---------------|--------------|---------------|-------------|
| •Accommodated | •Contributed | •Moderated    | •Reconciled |
| •Adjusted     | •Cooperated  | •Modified     | •Related    |
| •Advised      | •Counseled   | •Motivated    | •Requested  |
| •Agreed       | •Facilitated | •Negotiated   | •Respected  |
| •Arranged     | •Guided      | •Personalized | •Served     |
| •Assisted     | •Influenced  | •Persuaded    | •Sold       |
| •Consulted    | •Mediated    | •Provided     | •Taught     |