

ACTION VERBS

Communication/People Skills

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

Creative Skills

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

Data/Financial Skills

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

Helping Skills

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

Management/Leadership Skills

- | | | | | |
|----------------|------------|--------------|----------------|---------------|
| • Administered | • Approved | • Authorized | • Consolidated | • Converted |
| • Analyzed | • Assigned | • Chaired | • Contracted | • Coordinated |
| • Appointed | • Attained | • Considered | • Controlled | • Decided |

Management/Leadership Skills (cont.)

- | | | | | |
|---------------|----------------|--------------|---------------|----------------|
| • Delegated | • Generated | • Inspected | • Overhauled | • Restored |
| • Developed | • Handled | • Instituted | • Oversaw | • Reviewed |
| • Directed | • Headed | • Led | • Planned | • Scheduled |
| • Eliminated | • Hired | • Managed | • Presided | • Secured |
| • Emphasized | • Hosted | • Merged | • Prioritized | • Selected |
| • Enforced | • Improved | • Motivated | • Produced | • Streamlined |
| • Enhanced | • Incorporated | • Navigated | • Recommended | • Strengthened |
| • Established | • Increased | • Organized | • Reorganized | • Supervised |
| • Executed | • Initiated | • Originated | • Replaced | • Terminated |

Organizational Skills

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

Research Skills

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

Teaching Skills

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

Technical Skills

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

Source http://www.quintcareers.com/action_skills.html#communication