

Action Verbs – Sample

Administrative Skills:

approved inspected
arranged modeled
catalogued operated
classified organized
collected prepared
compiled recorded
dispatched reduced
executed retrieved
expedited screened
generated systematized
implemented verified

Communication Skills:

addressed influenced
advertised interpreted
authored introduced
collaborated lectured
clarified marketed
composed moderated
corresponded negotiated
drafted persuaded
edited promoted
explained translated
wrote

Creative Skills:

acted initiated
conceptualized instituted
customized integrated
designed invented
developed performed
directed pioneered
exhibited planned
fashioned revitalized
founded shaped
illustrated transformed

Educating Skills:

advised familiarized
adapted facilitated
corrected guided
coached informed
communicated instructed
demonstrated persuaded
enabled taught
encouraged trained
evaluated

Financial Skills:

administered distributed
allocated estimated
analyzed forecasted
appraised projected
audited purchased
balanced quantified
budgeted reconciled
calculated tabulated
computed tracked

Helping Skills:

assessed led
assisted mediated
clarified referred
counseled rehabilitated
delivered represented
educated transformed
facilitated validated
guided volunteered

Management Skills:

administered improved
assessed increased
assigned monitored
chaired organized
consolidated prioritized
contracted produced
coordinated recommended
delegated reviewed
developed scheduled
directed strengthened
expanded supervised

Research Skills:

classified researched
collected reviewed
critiqued standardized
diagnosed summarized
evaluated surveyed
examined synthesized
identified tallied
inspected
interpreted
interviewed
investigated

Technical Skills:

appraised remodeled
assembled repaired
built restored
engineered solved
extracted troubleshoot
fabricated upgraded
maintained
operated
overhauled
programmed
recorded