



Action Verbs

To assist you in describing your educational and employment experiences.

<u>Management Skills</u>	<u>Communication Skills</u>	<u>Research Skills</u>	<u>Teaching Skills</u>	<u>Detail Skills</u>
Developed	Influenced	Recognized problems	Influenced	Approved
Planned	Persuaded	Clarified	Persuaded	Validated
Organized	Helped	Surveyed	Briefed	Retained
Executed	Directed	Interviewed	Informed	Executed
Supervised	Led	Investigated	Encouraged	Dispatched
Scheduled	Reasoned	Inspected	Communicated	Responded
Assigned	Sold	Gathered	Advised	Followed
Directed	Developed	Synthesized	Guided	through
Coordinated	Recruited	Examined	Coached	Implemented
Analyzed	Created	Diagnosed	Instructed	Enforced
Prioritized	Negotiated	Reviewed	Explained	Met deadlines
Delegated	Arbitrated	Organized	Enlightened	Arranged
Hired	Arranged	Evaluated	Stimulated	Judged
Terminated	Mediated	Critiqued	Invented	Collected
Recommended	Reconciled	Perceived	Adapted	Compiled
Evaluated	Merged	Collected	Adopted	Purchased
Administered	Obtained	Wrote	Facilitated	Systematized
Contracted	Wrote	Interpreted	Coordinated	Tabulated
Produced	Interpreted	Extrapolated	Developed	Compared
Controlled	Enlisted	Decided	Enabled	Inspected
Reviewed	Motivated	Compiled	Clarified	Organized
Performed	Manipulated	Studied	valued	Classified
Initiated	Read	Observed	Decided	Operated
Implemented	Spoke	<u>Creative Skills</u>	Initiated	Collated
		Innovated	Instructed	Retrieved
		Developed	Counseled	Recorded
		Created		Processed
		Imagined	<u>Manual Skills</u>	Facilitated
		Designed	Operated	
		Planned	Tended	
		Conceptualized	Controlled	
		Synthesized	Assembled	
		Integrated	Performed set-up	
		Abstracted	Fed	
		Generated	Bound	
		Perceived	Crove	
		Memorized	Moved	
		Discriminated	Lifted	
		Visualized	Bent	
		Fashioned	Pulled	
		Shaped	Shipped	
		Wrote	Handled	
		Directed	Punched	
		Painted	Drilled	
		Performed	Built	
		Acted		
		Shared		
		Developed sensitivity		
<u>Helping Skills</u>	<u>Financial Skills</u>			
Related	Calculated			
Guided	Computed			
Led	Planned			
Adjusted	Managed			
Serviced	Budgeted			
Referred	Performed			
Rendered	book-keeping			
Attended	Performed			
Cared	accounting			
Listened	Audited			
Spoke	Researched			
Directed	Analyzed			
Perceived	Performed			
Mentored	record-keeping			
Developed	Detailed			
sensitivity	Maintained accuracy			
Used teamwork	Increased speed			
approach	Allocated			
Advised	Administered			
	Developed			
	Prepared			
	Solved			