

ACTION VERBS

Communication Skills - General

Addressed	Contacted	Explained	Interviewed	Proposed	Spoke
Advertised	Conveyed	Expressed	Lectured	Publicized	Suggested
Articulated	Debated	Focused	Listened	Published	Summarized
Authored	Defined	Formulated	Lobbied	Questioned	Synthesized
Clarified	Described	Furnished	Marketed	Referred	Talked
Collaborated	Developed	Guided	Mediated	Reinforced	Taught
Communicated	Discussed	Informed	Outlined	Reported	Trained
Condensed	Documented	Instilled	Participated	Responded	Transmitted
Conducted	Drafted	Instructed	Presented	Stimulated	Translated
Conferred	Edited	Interacted	Printed	Solicited	Tutored
Consulted	Exhibited	Interpreted	Promoted	Specified	

Communication Skills - Verbal

Addressed	Confronted	Guided	Listened	Spoke
Advised	Debated	Instructed	Participated	Suggested
Articulated	Discussed	Interpreted	Presented	Summarized
Clarified	Explained	Interviewed	Responded	Synthesized
Coached	Expressed	Lectured	Solicited	Talked

Communication Skills - Written

Advised	Collaborated	Documented	Observed	Published	Synthesized
Advertised	Composed	Drafted	Outlined	Reported	Transmitted
Authored	Contacted	Edited	Printed	Specified	Translated
Coached	Corresponded	Marketed	Publicized	Summarized	Wrote

Initiative & Creative Skills

Acted	Condensed	Displayed	Illustrated	Made	Revitalized
Adapted	Constructed	Drew	Improvised	Modeled	Shaped
Began	Created	Earned	Initiated	Modified	Solved
Built	Customized	Effected	Instituted	Originated	Started
Combined	Designed	Entertained	Introduced	Performed	Visualized
Competed	Developed	Established	Integrated	Photographed	
Composed	Devised	Fashioned	Introduced	Planned	
Conceived	Directed	Formulated	Invented	Produced	
Conceptualized	Discovered	Founded	Launched	Revised	

Interpersonal & Team Skills

Adapted	Conferred	Enabled	Influenced	Negotiated	Simplified
Advocated	Consulted	Encouraged	Inspired	Participated	Sold
Aided	Contributed	Enlisted	Involved	Persuaded	Supplied
Answered	Convinced	Ensured	Insured	Prevented	Supported
Arbitrated	Cooperated	Expedited	Interacted	Provided	Treated
Arranged	Counseled	Facilitated	Intervened	Reconciled	Volunteered
Assessed	Demonstrated	Familiarized	Joined	Recruited	
Assisted	Diagnosed	Furthered	Judged	Referred	
Clarified	Directed	Guided	Mediated	Rehabilitated	
Coached	Educated	Helped	Moderated	Represented	
Collaborated	Elicited		Motivated	Resolved	

Management/Leadership Skills

Accelerated	Consolidated	Established	Initiated	Oversaw	Secured
Achieved	Contracted	Evaluated	Innovated	Planned	Selected
Administered	Controlled	Executed	Inspected	Presided	Served
Analyzed	Converted	Expanded	Instituted	Prioritized	Staffed
Appointed	Coordinated	Generated	Judged	Produced	Streamlined
Approved	Decided	Handled	Led	Provided	Strengthened
Arbitrated	Delegated	Headed	Managed	Pushed	Succeeded
Arranged	Developed	Hired	Merged	Recommended	Supervised
Assigned	Directed	Hosted	Motivated	Reorganized	Terminated
Attained	Eliminated	Implemented	Navigated	Replaced	
Authorized	Emphasized	Improved	Organized	Restored	
Chaired	Enforced	Incorporated	Originated	Reviewed	
Considered	Enhanced	Increased	Overhauled	Scheduled	

Organizational Skills

Approved	Compiled	Implemented	Organized	Reserved	Submitted
Arranged	Consolidated	Incorporated	Prepared	Responded	Supplied
Attained	Coordinated	Inspected	Prioritized	Retrieved	Standardized
Catalogued	Corrected	Integrated	Processed	Reviewed	Systematized
Categorized	Corresponded	Logged	Proofread	Routed	Tabulated
Charted	Dispatched	Maintained	Provided	Scheduled	Tracked
Checked	Distributed	Monitored	Purchased	Screened	Traded
Classified	Executed	Obtained	Recorded	Set up	Updated
Coded	Filed	Operated	Registered	Specified	Validated
Collected	Generated	Ordered	Reorganized	Structured	Verified

Analytical & Research Skills

Accomplished	Calculated	Determined	Formulated	Organized	Searched
Accounted	Clarified	Developed	Found	Netted	Solved
Acquired	Collected	Devised	Gathered	Planned	Summarized
Adapted	Compared	Diagnosed	Inspected	Prepared	Surveyed
Administered	Compiled	Estimated	Interviewed	Programmed	Systematized
Adjusted	Completed	Evaluated	Invented	Projected	Tackled
Allocated	Conducted	Examined	Invested	Proved	Tested
Analyzed	Computed	Expedited	Investigated	Qualified	Traded
Appraised	Conserved	Experimented	Located	Reconciled	Troubleshoot
Assessed	Corrected	Explored	Managed	Reduced	Uncovered
Audited	Critiqued	Extracted	Marketed	Researched	
Balanced	Dealt	Facilitated	Measured	Retrieved	
Budgeted	Detected	Forecasted	Observed	Reviewed	

Technical Skills

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