**ACTION-VERB LIST BY SKILL CATEGORY**

### Administrative/Detail Skills

<table>
<thead>
<tr>
<th>Acquired</th>
<th>Collected</th>
<th>Executed</th>
<th>Manipulated</th>
<th>Purchased</th>
<th>Tabulated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Compiled</td>
<td>Formulated</td>
<td>Modified</td>
<td>Recorded</td>
<td>Validated</td>
</tr>
<tr>
<td>Arranged</td>
<td>Computerized</td>
<td>Generated</td>
<td>Monitored</td>
<td>Retrieved</td>
<td></td>
</tr>
<tr>
<td>Calculated</td>
<td>Conserved</td>
<td>Implemented</td>
<td>Operated</td>
<td>Screened</td>
<td></td>
</tr>
<tr>
<td>Catalogued</td>
<td>Copied</td>
<td>Informed</td>
<td>Organized</td>
<td>Specified</td>
<td></td>
</tr>
<tr>
<td>Changed</td>
<td>Dispatched</td>
<td>Inspected</td>
<td>Prepared</td>
<td>Synthesized</td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td>Dispensed</td>
<td>Maintained</td>
<td>Processed</td>
<td>Systematized</td>
<td></td>
</tr>
</tbody>
</table>

### Communication/People Skills

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

### Creative Skills

<table>
<thead>
<tr>
<th>Acted</th>
<th>Created</th>
<th>Drew</th>
<th>Initiated</th>
<th>Originated</th>
<th>Revitalized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised</td>
<td>Customized</td>
<td>Entertained</td>
<td>Instituted</td>
<td>Performed</td>
<td>Shaped</td>
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<tr>
<td>Adapted</td>
<td>Demonstrated</td>
<td>Established</td>
<td>Integrated</td>
<td>Photographed</td>
<td>Solved</td>
</tr>
<tr>
<td>Began</td>
<td>Designed</td>
<td>Fashioned</td>
<td>Introduced</td>
<td>Planned</td>
<td></td>
</tr>
<tr>
<td>Combined</td>
<td>Developed</td>
<td>Formulated</td>
<td>Invented</td>
<td>Presented</td>
<td></td>
</tr>
<tr>
<td>Composed</td>
<td>Directed</td>
<td>Founded</td>
<td>Marketed</td>
<td>Produced</td>
<td></td>
</tr>
<tr>
<td>Conceptualized</td>
<td>Displayed</td>
<td>Illustrated</td>
<td>Modeled</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Condensed</td>
<td>Dramatized</td>
<td>Improvised</td>
<td>Modified</td>
<td>Revised</td>
<td></td>
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</tbody>
</table>

### Data/Financial Skills

<table>
<thead>
<tr>
<th>Administered</th>
<th>Appraised</th>
<th>Budgeted</th>
<th>Determined</th>
<th>Marketed</th>
<th>Qualified</th>
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</thead>
<tbody>
<tr>
<td>Adjusted</td>
<td>Appropriated</td>
<td>Calculated</td>
<td>Developed</td>
<td>Netted</td>
<td>Reconciled</td>
</tr>
<tr>
<td>Allocated</td>
<td>Assessed</td>
<td>Computed</td>
<td>Estimated</td>
<td>Planned</td>
<td>Reduced</td>
</tr>
<tr>
<td>Analyzed</td>
<td>Audited</td>
<td>Conserved</td>
<td>Forecasted</td>
<td>Prepared</td>
<td>Researched</td>
</tr>
<tr>
<td>Anticipated</td>
<td>Balanced</td>
<td>Corrected</td>
<td>Managed</td>
<td>Projected</td>
<td>Retrieved</td>
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### Helping Skills

<table>
<thead>
<tr>
<th>Assessed</th>
<th>Completed</th>
<th>Diagnosed</th>
<th>Effected</th>
<th>Guided</th>
<th>Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted</td>
<td>Counselor</td>
<td>Dispensed</td>
<td>Expedited</td>
<td>Referred</td>
<td></td>
</tr>
<tr>
<td>Clarified</td>
<td>Delivered</td>
<td>Distributed</td>
<td>Facilitated</td>
<td>Rehabilitated</td>
<td></td>
</tr>
<tr>
<td>Coached</td>
<td>Demonstrated</td>
<td>Educated</td>
<td>Familiarized</td>
<td>Represented</td>
<td></td>
</tr>
</tbody>
</table>
### Management Skills

- Accomplished
- Acquired
- Activated
- Adjusted
- Administered
- Advised
- Analyzed
- Appropriate
- Assigned
- Attained

- Chaired
- Conceptualized
- Conducted
- Consolidated
- Contracted
- Coordinated
- Converted
- Decreased
- Designed
- Detected

- Determined
- Developed
- Directed
- Employed
- Enforced
- Established
- Estimated
- Evaluated
- Executed

- Expanded
- Facilitated
- Devised
- Formulated
- Headed
- Hired
- Implemented
- Improved
- Incorporated

- Initiated
- Interviewed
- Involved
- Investigated
- Led
- Managed
- Negotiated
- Organized
- Oversaw

- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Recruit
- Reorganized
- Reviewed
- Scheduled

### Organizational Skills

- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Collected

- Compiled
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated

- Inspected
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized

- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded

- Reviewed
- Routined
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Systematized

### Research Skills

- Accumulated
- Acquired
- Calculated
- Catalogued
- Clarified

- Collected
- Critiqued
- Designed
- Diagnosed
- Discovered

- Disproved
- Dissected
- Evaluated
- Examined
- Experimented

- Extracted
- Focused
- Gathered
- Hypothesized
- Identified

- Inspected
- Interpreted
- Interviewed
- Investigated

- Organized
- Review
- Validated
- Verified

### Teaching Skills

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted

- Coordinated
- Critiqued
- Developed
- Educated
- Empathized
- Enabled

- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided

- Headed
- Individualized
- Informed
- Initiated
- Instilled
- Instructed

- Motivated
- Persuaded
- Researched
- Simulated
- Taught
- Tested

### Technical Skills

- Assembled
- Built
- Calculated
- Computed
- Constructed

- Converted
- Delivered
- Designed
- Devised
- Dissected

- Engineered
- Fabricated
- Formulated
- Installed
- Maintained

- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired

- Solved
- Surveyed
- Trained
- Troubleshoot

- Upgraded
- Transmitted
- Taught
- Tested