

## ACTION-VERB LIST BY SKILL CATEGORY

### Administrative/Detail Skills

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

### Communication/People Skills

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

### Creative Skills

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

### Data/Financial Skills

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

### Helping Skills

Assessed	Completed	Diagnosed	Effectuated	Guided	Served
Assisted	Counseled	Dispensed	Expedited	Referred	
Clarified	Delivered	Distributed	Facilitated	Rehabilitated	
Coached	Demonstrated	Educated	Familiarized	Represented	

## Management Skills

Accomplished	Chaired	Determined	Expanded	Initiated	Presided
Acquired	Conceptualized	Developed	Facilitated	Interviewed	Prioritized
Activated	Conducted	Devised	Financed	Invented	Produced
Adjusted	Consolidated	Directed	Formulated	Investigated	Recommended
Administered	Contracted	Employed	Headed	Led	Recruited
Advised	Coordinated	Enforced	Hired	Managed	Reorganized
Analyzed	Converted	Established	Implemented	Negotiated	Reviewed
Appropriate	Decreased	Estimated	Improved	Organized	Scheduled
Assigned	Designed	Evaluated	Incorporated	Oversaw	Strengthened
Attained	Detected	Executed	Increased	Planned	Supervised

## Organizational Skills

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

## Research Skills

Accumulated	Collected	Disproved	Extracted	Inspected	Reviewed
Acquired	Critiqued	Dissected	Focused	Interpreted	Summarized
Calculated	Designed	Evaluated	Gathered	Interviewed	Surveyed
Catalogued	Diagnosed	Examined	Hypothesized	Investigated	Systematized
Clarified	Discovered	Experimented	Identified	Organized	

## Teaching Skills

Adapted	Coordinated	Encouraged	Headed	Motivated	Trained
Advised	Critiqued	Evaluated	Individualized	Persuaded	Transmitted
Clarified	Developed	Explained	Informed	Researched	Tutored
Coached	Educated	Facilitated	Initiated	Simulated	
Communicated	Empathized	Focused	Instilled	Taught	
Conducted	Enabled	Guided	Instructed	Tested	

## Technical Skills

Assembled	Converted	Engineered	Operated	Solved	
Built	Delivered	Fabricated	Overhauled	Surveyed	
Calculated	Designed	Formulated	Programmed	Trained	
Computed	Devised	Installed	Remodeled	Troubleshoot	
Constructed	Dissected	Maintained	Repaired	Upgraded	