

# STRONG ACTION VERBS

## COMMUNICATION/PEOPLE SKILLS

## MANAGEMENT/LEADERSHIP SKILLS

## ORGANIZATIONAL SKILLS

Accounted	Corresponded	Marketed	Administered	Established	Originated	Approved	Monitored	Supplied
Addresses	Counseled	Mediated	Analyzed	Executed	Overhauled	Arranged	Obtained	Standardized
Advertised	Debated	Moderated	Appointed	Generated	Oversaw	Catalogued	Operated	Systematized
Advised	Defined	Negotiated	Approved	Handled	Planned	Categorized	Ordered	Updated
Arbitrated	Demonstrated	Observed	Assigned	Headed	Presided	Charted	Organized	Validated
Articulated	Described	Outlined	Attained	Hired	Prioritized	Classified	Prepared	Verified
Assisted	Developed	Participated	Authorized	Hosted	Produced	Coded	Processed	
Authored	Directed	Persuaded	Chaired	Improved	Recommended	Collected	Provided	
Clarified	Disciplined	Presented	Considered	Incorporated	Reorganized	Corrected	Purchased	
Coached	Incorporated	Promoted	Consolidated	Increased	Replaced	Corresponded	Recorded	
Collaborated	Influenced	Proposed	Contracted	Initiated	Restored	Distributed	Registered	
Communicated	Interacted	Publicized	Controlled	Inspected	Reviewed	Executed	Reserved	
Composed	Interpreted	Reconciled	Converted	Instituted	Scheduled	Filed	Responded	
Condensed	Interviewed	Recruited	Coordinated	Led	Secured	Generated	Reviewed	
Conferred	Involved	Referred	Decided	Managed	Selected	Implemented	Routed	
Consulted	Joined	Reinforced	Eliminated	Merged	Streamlined	Incorporated	Scheduled	
Contacted	Judged	Reported	Emphasized	Motivated	Strengthened	Inspected	Screened	
Conveyed	Lectured	Resolved	Enforced	Navigated	Supervised	Logged	Set Up	
Convinced	Listened	Responded	Enhanced	Organized	Terminated	Maintained	Submitted	

## HELPING SKILLS

## CREATIVE SKILLS

## DATA/FINANCIAL SKILLS

## RESEARCH SKILLS

Adapted	Expedited	Acted	Founded	Accounted	Corrected	Reconciled	Analyzed	Invented
Advocated	Facilitated	Adapted	Illustrated	Administered	Determined	Reduced	Clarified	Investigated
Aided	Familiarized	Began	Initiated	Adjusted	Developed	Researched	Collected	Located
Answered	Furthered	Combined	Instituted	Allocated	Entered	Retrieved	Compared	Measured
Arranged	Guided	Composed	Integrated	Analyzed	Estimated	Summarized	Conducted	Organized
Assessed	Helped	Conceptualized	Introduced	Appraised	Filed	Tabulated	Critiqued	Researched
Assisted	Insured	Condensed	Invented	Articulated	Financed	Transmitted	Detected	Reviewed
Cared for	Intervened	Created	Modeled	Assessed	Forecasted	Typed	Determined	Searched
Clarified	Motivated	Customized	Originated	Audited	Logged		Diagnosed	Solved
Coached	Prevented	Designed	Performed	Authored	Managed		Evaluated	Summarized
Collaborated	Provided	Developed	Photographed	Balanced	Marketed		Examined	Surveyed
Contributed	Referred	Directed	Planned	Budgeted	Measured		Experimented	Systematized
Cooperated	Rehabilitated	Displayed	Revised	Calculated	Netted		Explored	Tested
Counseled	Represented	Drew	Revitalized	Chartered	Planned		Extracted	
Demonstrated	Resolved	Entertained	Shaped	Classified	Prepared		Formulated	
Diagnosed	Simplified	Established	Solved	Compared	Programmed		Gathered	
Educated	Supplied	Fashioned		Computed	Projected		Identified	
Encouraged	Supported	Formulated		Conserved	Published		Inspected	
Ensured	Volunteered			Consolidated	Qualified		Interviewed	

## TEACHING SKILLS

## TECHNICAL SKILLS

Adapted	Developed	Individualized	Taught	Adapted	Debugged	Operated	Restored
Advised	Enabled	Informed	Tested	Applied	Designed	Overhauled	Solved
Clarified	Encouraged	Instilled	Trained	Assembled	Determined	Printed	Specialized
Coached	Evaluated	Instructed	Transmitted	Built	Developed	Programmed	Standardized
Communicated	Explained	Motivated	Tutored	Calculated	Engineered	Rectified	Studied
Conducted	Facilitated	Persuaded		Compared	Fabricated	Regulated	Upgraded
Coordinated	Focused	Simulated		Conserved	Fortified	Remodeled	Utilized
Critiqued	Guided	Stimulated		Constructed	Installed	Repaired	
				Converted	Maintained	Replaced	