

Action Verbs

Communication Skills - General

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

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

Initiative & Creative Skills

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

Interpersonal & Team Skills

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

Management/Leadership Skills

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

Organizational Skills

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

Analytical & Research Skills

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

Technical Skills

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