

Action Words

Management Skills

- administered
- analyzed
- assigned
- attained
- chaired
- consolidated
- contracted
- coordinated
- delegated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reviewed
- strengthened
- supervised

Communication Skills

- addressed
- arbitrated
- arranged
- authored
- collaborated
- convinced
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- spoke

- translated
- wrote

Research Skills

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed
- systemized

Technical Skills

- assembled
- built
- calculated
- computed
- designed
- devised
- engineered
- fabricated
- implemented
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- upgraded

Teaching Skills

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled
- encouraged
- evaluated
- facilitated

- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

Financial Skills

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

Creative Skills

- acted
- conceptualized
- created
- customized
- designed
- developed
- directed
- fashioned
- founded
- illustrated
- initiated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- planned
- revitalized
- shaped

Helping Skills

- assessed
- clarified
- coached

- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated
- represented

Clerical/Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systemized
- tabulated
- Validated

More Verbs for Accomplishments

- achieved
- expanded
- improved
- pioneered
- reduced (losses)
- resolved (problems)
- restored
- spearheaded
- transformed