

## Action Verb Samples

Communication - People Skills		Creative Skills	Data - Financial Skills	Helping Skills	Management - Leadership Skills	
Addressed	Judged	Acted	Administered	Adapted	Administered	Merged
Advertised	Lectured	Adapted	Adjusted	Advocated	Analyzed	Motivated
Arbitrated	Listened	Began	Allocated	Aided	Appointed	Navigated
Arranged	Marketed	Combined	Analyzed	Answered	Approved	Organized
Articulated	Mediated	Composed	Appraised	Arranged	Assigned	Originated
Authorized	Moderated	Conceptualized	Assessed	Assessed	Attained	Overhauled
Clarified	Negotiated	Condensed	Audited	Assisted	Authorized	Oversaw
Collaborated	Observed	Created	Balanced	Clarified	Chaired	Planned
Communicated	Outlined	Customized	Budgeted	Coached	Considered	Presided
Composed	Participated	Designed	Calculated	Collaborated	Consolidated	Prioritized
Condensed	Persuaded	Developed	Computed	Contributed	Contracted	Produced
Conferred	Presented	Directed	Conserved	Cooperated	Controlled	Recommended
Consulted	Promoted	Displayed	Corrected	Counseled	Converted	Reorganized
Contacted	Proposed	Drew	Determined	Demonstrated	Coordinated	Replaced
Conveyed	Publicized	Entertained	Developed	Diagnosed	Decided	Restored
Convinced	Reconciled	Established	Estimated	Educated	Delegated	Reviewed
Corresponded	Recruited	Fashioned	Forecasted	Encouraged	Developed	Scheduled
Debated	Referred	Formulated	Managed	Ensured	Directed	Secured
Defined	Reinforced	Founded	Marketed	Expedited	Eliminated	Selected
Developed	Reported	Illustrated	Measured	Facilitated	Emphasized	Streamlined
Directed	Resolved	Initiated	Netted	Familiarized	Enforced	Strengthened
Discussed	Responded	Instituted	Planned	Furthered	Enhanced	Supervised
Drafted	Solicited	Integrated	Prepared	Guided	Established	Terminated
Edited	Specified	Introduced	Programmed	Helped	Executed	
Elicited	Spoke	Invented	Projected	Insured	Generated	
Enlisted	Suggested	Modeled	Qualified	Intervened	Handled	
Explained	Summarized	Modified	Reconciled	Motivated	Headed	
Expressed	Synthesized	Originated	Reduced	Prevented	Hired	
Formulated	Translated	Performed	Researched	Provided	Hosted	
Furnished	Wrote	Photographed	Retrieved	Referred	Improved	
Incorporated		Planned		Rehabilitated	Incorporated	
Influenced		Revised		Represented	Increased	
Interacted		Revitalized		Resolved	Initiated	
Interpreted		Shaped		Simplified	Inspected	
Interviewed		Solved		Supplied	Instituted	
Involved				Supported	Led	
Joined				Volunteered	Managed	

## Action Verb Samples

Organizational Skills		Research Skills	Teaching Skills	Technical Skills
Approved	Supplied	Analyzed	Adapted	Adapted
Arranged	Standardized	Clarified	Advised	Applied
Catalogued	Systematized	Collected	Clarified	Assembled
Categorized	Updated	Compared	Coached	Built
Charted	Validated	Conducted	Communicated	Calculated
Classified	Verified	Critiqued	Conducted	Computed
Coded		Detected	Coordinated	Conserved
Collected		Determined	Critiqued	Constructed
Compiled		Diagnosed	Developed	Converted
Corrected		Evaluated	Enabled	Debugged
Corresponded		Experimented	Encouraged	Designed
Distributed		Explored	Evaluated	Determined
Executed		Extracted	Explained	Developed
Filed		Formulated	Facilitated	Engineered
Generated		Gathered	Focused	Fabricated
Incorporated		Inspected	Guided	Fortified
Inspected		Interviewed	Individualized	Installed
Logged		Invented	Informed	Maintained
Maintained		Investigated	Instilled	Operated
Monitored		Located	Instructed	Overhauled
Obtained		Measured	Motivated	Printed
Operated		Organized	Persuaded	Programmed
Ordered		Researched	Simulated	Rectified
Organized		Reviewed	Stimulated	Regulated
Prepared		Searched	Taught	Remodeled
Processed		Solved	Tested	Repaired
Provided		Summarized	Trained	Replaced
Purchased		Surveyed	Transmitted	Restored
Recorded		Systematized	Tutored	Sorted
Registered		Tested		Specialized
Reserved				Standardized
Responded				Studied
Reviewed				Upgraded
Routed				Utilized
Scheduled				
Screened				
Submitted				

