

Action Verbs List

Skill: Analytical

Analyzed	Diagnosed	Interpreted	Reviewed
Clarified	Evaluated	Interviewed	Solved
Collected	Examined	Investigated	Summarized
Compared	Extracted	Located	Surveyed
Conducted	Gathered	Organized	Systematized
Critiqued	Identified	Researched	Tested

Skill: Communication

Addressed	Directed	Interpreted	Publicized
Authored	Drafted	Lectured	Recruited
Clarified	Edited	Marketed	Resolved
Communicated	Elicited	Mediated	Summarized
Composed	Explained	Moderated	Translated
Contacted	Formulated	Negotiated	Wrote
Convinced	Influenced	Persuaded	
Corresponded	Informed	Promoted	

Skill: Creativity

Acted	Developed	Instituted	Planned
Adapted	Directed	Integrated	Revised
Composed	Established	Introduced	Revitalized
Conceptualized	Fashioned	Invented	Shaped
Created	Founded	Modified	Solved
Customized	Illustrated	Originated	
Designed	Initiated	Performed	

Skill: Facilitation

Adapted	Enabled	Individualized	Taught
Advised	Encouraged	Influenced	Trained
Coached	Evaluated	Informed	Tutored
Communicated	Explained	Instructed	
Coordinated	Facilitated	Moderated	
Developed	Focused	Persuaded	
Educated	Guided	Stimulated	

Skill: Financial

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marked	Researched
Audited	Developed	Planned	

Skill: Leadership

Administered	Delegated	Facilitated	Monitored
Advised	Designated	Fostered	Motivated
Allocated	Directed	Founded	Officiated
Allowed	Educated	Guided	Recruited
Appointed	Employed	Hired	Sanctioned
Approved	Empowered	Influenced	Supervised
Assigned	Enabled	Instructed	Trained
Authorized	Encouraged	Interviewed	
Chaired	Endorsed	Led	
Coached	Enhanced	Moderated	

Skill: Management

Administered	Delegated	Improved	Produced
Analyzed	Developed	Initiated	Recommended
Assigned	Directed	Instituted	Reorganized
Attained	Enhanced	Managed	Reviewed
Chaired	Established	Motivated	Scheduled
Consolidated	Evaluated	Organized	Strengthened
Contracted	Executed	Planned	Supervised
Coordinated	Increased	Prioritized	

Skill: Organizational

Arranged	Consolidated	Organized	Set up
Assembled	Dispatched	Prepared	Specified
Budgeted	Distributed	Processed	Standardized
Calculated	Executed	Purchased	Systematized
Catalogued	Generated	Recorded	Tabulated
Chartered	Implemented	Retrieved	Updated
Classified	Inspected	Reviewed	Validated
Coded	Maintained	Routed	Verified
Collected	Monitored	Scheduled	
Compiled	Operated	Screened	

Skill: Problem-Solving

Augmented	Generated	Remodeled	Solved
Customized	Identified	Repaired	Streamlined
Elevated	Interceded	Restored	Strengthened
Enlarged	Invented	Retrieved	Supplemented
Extended	Reduced	Revitalized	Transformed
Extracted	Refined	Settled	
Finalized	Reformed	Solicited	

Skill: Support

Advocated	Counseled	Guided	Resolved
Aided	Demonstrated	Intervened	Supported
Assessed	Educated	Motivated	Volunteered
Assisted	Encouraged	Referred	
Clarified	Facilitated	Rehabilitated	
Coached	Familiarized	Represented	

Skill: Teamwork

Aided	Collaborated	Cooperated	Participated
Assisted	Contributed	Mediated	Partnered

Skill: Technical

Adapted	Designed	Maintained	Replaced
Applied	Developed	Operated	Solved
Assembled	Devised	Overhauled	Studied
Built	Engineered	Programmed	Upgraded
Calculated	Fabricated	Remodeled	Utilized
Computed	Installed	Repaired	