**Management/**

**Leadership Skills**

administered

analyzed

appointed

approved

assigned

attained

authorized

chaired

considered

consolidated

contracted

controlled

converted

coordinated

decided

delegated

developed

directed

eliminated

emphasized

enforced

enhanced

established

executed

generated

handled

headed

hired

hosted

improved

incorporated

increased

initiated

inspected

instituted

led

managed

merged

motivated

organized

originated

overhauled

oversaw

planned

presided

prioritized

produced

recommended

reorganized

replaced

restored

reviewed

scheduled

streamlined

strengthened

supervised

terminated

**Communication/**

**People Skills**

addressed

advertised

arbitrated

arranged

articulated

authored

clarified

collaborated

communicated

composed

condensed

conferred

consulted

contacted

conveyed

convinced

corresponded

debated

defined

described

developed

directed

discussed

drafted

edited

elicited

enlisted

explained

expressed

formulated

furnished

incorporated

influenced

interacted

interpreted

interviewed

involved

joined

judged

lectured

listened

marketed

mediated

moderated

negotiated

observed

outlined

participated

persuaded

presented

promoted

proposed

publicized

reconciled

recruited

referred

reinforced

reported

resolved

responded

solicited

specified

spoke

suggested

summarized

synthesized

translated

wrote

**Research Skills**

analyzed

clarified

collected

compared

conducted

critiqued

detected

determined

diagnosed

evaluated

examined

experimented

explored

extracted

formulated

gathered

identified

inspected

interpreted

interviewed

invented

investigated

located

measured

organized

researched

searched

solved

summarized

surveyed

systematized

tested

**Technical Skills**

adapted

assembled

built

calculated

computed

conserved

constructed

converted

debugged

designed

determined

developed

engineered

fabricated

fortified

installed

maintained

operated

overhauled

printed

programmed

rectified

regulated

remodeled

repaired

replaced

restored

solved

specialized

standardized

studied

upgraded

utilized

**Teaching Skills**

adapted

advised

clarified

coached

communicated

conducted

coordinated

critiqued

developed

enabled

encouraged

evaluated

explained

facilitated

focused

guided

individualized

informed

instilled

instructed

motivated

persuaded

set goals

simulated

taught

tested

trained

transmitted

tutored

**Financial/**

**Data Skills**

administered

adjusted

allocated

analyzed

appraised

assessed

audited

balanced

calculated

computed

conserved

corrected

determined

developed

estimated

forecasted

managed

marketed

measured

planned

programmed

projected

reconciled

reduced

researched

retrieved

creative skills

acted

adapted

began

combined

conceptualized

condensed

created

customized

designed

developed

directed

displayed

drew

entertained

established

fashioned

formulated

founded

illustrated

initiated

instituted

integrated

introduced

invented

modeled

modified

originated

performed

photographed

planned

revised

revitalized

shaped

solved

**Helping skills**

adapted

advocated

aided

answered

arranged

assessed

assisted

cared for

clarified

coached

collaborated

contributed

cooperated

counseled

demonstrated

diagnosed

educated

encouraged

ensured

expedited

facilitated

familiarize

furthered

guided

helped

insured

intervened

motivated

provided

referred

rehabilitated

presented

resolved

simplified

supplied

supported

volunteered

**Organization/**

**Detail Skills**

approved

arranged

cataloged

categorized

charted

classified

coded

collected

compiled

corresponded

distributed

executed

filed

generated

implemented

incorporated

inspected

logged

maintained

monitored

obtained

operated

ordered

organized

prepared

processed

provided

purchased

recorded

registered

reserved

responded

reviewed

routed

scheduled

screened

set up

submitted

supplied

standardized

systematized

updated

validated

verified

**More verbs for**

**Accomplishments**

achieved

completed

expanded

exceeded

improved

pioneered

reduced (losses)

resolved (issues)

restored

spearheaded

succeeded

surpassed

transformed

won