## Management/Leadership Skills:

- Achieved
- Administered
- Advised
- Built
- Coached
- Coordinated
- Decided
- Delegated
- Directed
- Facilitated
- Guided
- Handled
- Improved
- Initiated
- Instructed
- Managed
- Mentored
- Operated
- Orchestrated
- Oversaw
- Planned
- Presided
- Produced
- Started
- Spearheaded
- Supplied
- Trained

## Communication Skills:

- Addressed
- Advertised
- Advocated
- Authored
- Brainstormed
- Campaigned
- Communicated
- Corresponded
- Created
- Critiqued
- Designed
- Discussed
- Documented
- Demonstrated
- Decorated
- Demonstrated
- Designed
- Discussed
- Documented
- Illustrated
- Managed
- Presented
- Promoted
- Proven
- Published
- Released
- Revealed
- Revised
- Taught
- Translated
- Visualized
- Wrote

## Analyzing/Critical Thinking Skills:

- Analyzed
- Anticipated
- Assessed
- Balanced
- Calculated
- Compared
- Conducted
- Connected
- Consulted
- Counted
- Discovered
- Discussed
- Examined
- Explained
- Explored
- Evaluated
- Forecasted
- Generated
- Integrated
- Investigated
- Measured
- Predicted
- Qualified
- Quantified
- Researched
- Reviewed
- Solved
- Studied
- Summarized
- Surveyed

## Clerical Skills:

- Allocated
- Answered
- Arranged
- Assembled
- Authorized
- Budgeted
- Classified
- Compiled
- Corresponded
- Developed
- Recorded
- Filed
- Greeted
- Implemented
- Inventoryed
- Maintained
- Monitored
- Organized
- Ordered
- Prepared
- Published
- Recorded
- Screened
- Updated

## Helping Skills:

- Aided
- Assisted
- Collaborated
- Contributed
- Counseled
- Developed
- Improved
- Included
- Informed
- Guided
- Motivated
- Participated
- Partnered
- Provided
- Served
- Streamlined
- Supported
- Tracked
- Utilized
- Volunteered

## Skill Statements:

- Ability to
- Accomplished in
- Accounted for
- Active in
- Acquainted with
- Adept in
- Associated with
- Capable to
- Certified in
- Competent in
- Effective at
- Efficient in
- Experienced in
- Familiar with
- Involved in
- Knowledge of
- Licensed in
- Participated in
- Performed with
- Proficient in
- Qualified to
- Skilled in
- Trained in
- Understanding of