

ACTION VERBS

Management/Leadership Skills:

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

Communication Skills:

Addressed	Campaigned	Demonstrated	Marketed	Presented
Advertised	Communicated	Designed	Moderated	Revised
Advocated	Corresponded	Discussed	Motivated	Taught
Authored	Created	Documented	Negotiated	Translated
Brainstormed	Critiqued	Edited	Performed	Visualized
Branded	Decorated	Illustrated	Persuaded	Wrote

Analyzing/Critical Thinking Skills:

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

Clerical Skills:

Allocated	Budgeted	Filed	Monitored	Published
Answered	Classified	Greeted	Ordered	Recorded
Arranged	Complied	Implemented	Organized	Screened
Assembled	Corresponded	Inventoried	Prepared	Updated
Authorized	Developed	Maintained	Processed	

Helping Skills:

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



Skill Statements:

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