

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

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

Helping Skills:

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

Skill Statements:

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