

SKILL VERBS

COMMUNICATION	Addressed Advertised Arbitrated Arranged Articulated Authored Clarified Collaborated Communicated Composed Condensed Conferred Consulted Contacted	Conveyed Convinced Corresponded Debated Defined 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 Suggested Summarized Synthesized Translated Wrote
CREATIVE	Acted Adapted Combined Composed 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
DATA/FINANCIAL	Administered Adjusted Allocated Analyzed Appraised Assessed	Audited Balanced Budgeted Calculated Computed Conserved	Corrected Determined Developed Estimated Forecasted Managed	Marketed Measured Netted Planned Prepared Programmed	Projected Qualified Reconciled Reduced Researched Retrieved
HELPING	Adapted Advocated Answered Arranged Assessed Clarified Coached	Collaborated Contributed Cooperated Counseled Demonstrated Diagnosed Educated	Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided	Insured Intervened Motivated Prevented Provided Referred Rehabilitated	Represented Resolved Simplified Supplied Supported Volunteered

MANAGEMENT/LEADERSHIP	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 Navigated Organized Originated Overhauled Oversaw Planned Presided Prioritized Produced	Recommended Reorganized Replaced Restored Reviewed Scheduled Secured Selected Streamlined Strengthened Supervised Terminated
ORGANIZATIONAL	Approved Arranged Catalogued Categorized Charted Classified Coded Collected Compiled	Corrected Corresponded Distributed Executed Filed Generated Incorporated Inspected Logged	Maintained Monitored Obtained Operated Ordered Organized Prepared Processed Provided	Purchased Recorded Registered Reserved Responded Reviewed Routed Scheduled Screened	Submitted Supplied Standardized Systematized Updated Validated Verified
RESEARCH	Analyzed Clarified Collected Compared Conducted Critiqued Detected	Determined Diagnosed Evaluated Examined Experimented Explored Extracted	Formulated Gathered Inspected Interviewed Invented Investigated Located	Measured Organized Researched Reviewed Searched Solved Summarized	Surveyed Systematized Tested
TEACHING	Adapted Advised Clarified Coached Communicated Conducted	Coordinated Critiqued Developed Enabled Encouraged Evaluated	Explained Facilitated Focused Guided Individualized Informed	Instilled Instructed Motivated Persuaded Simulated Stimulated	Taught Tested Trained Transmitted Tutored
TECHNICAL	Adapted Applied 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