

## Action Verbs

<u>Management/Leadership Skills</u>	<u>Communication Skills</u>	<u>Research/ Technical Skills</u>	<u>Teaching Skills</u>
administrator analyze apply approve assign attain chair conduct consolidate contract coordinate delegate determine develop direct enlist evaluate execute formalize form found hire implement improve increase initiate inspire led manage operate organize oversee pioneer plan prioritize produce promote recommend recruit represent review schedule select solve spearhead sponsor start strengthen supervise train utilize	address arbitrate arrange author brief collaborate consult contact convince correspond demonstrate develop direct dissuade draft edit enlist explain familiarize formulate influence inform interpret listen market mediate moderate motivate negotiate persuade present promote publish publicize reconcile recruit report respond secure sell solicit speak summarize translate write	analyze assemble assess build calculate clarify collect compile compute construct critique design devise diagnose disassemble discover document engineer evaluate examine extract fabricate gather identify inspect install interpret interview investigate maintain model operate organize overhaul program remodel repair research review salvage search solve summarize survey systematize test troubleshoot uncover upgrade	adapt advise clarify coach communicate coordinate deliver demystify develop educate enable encourage evaluate explain facilitate guide inform instruct introduce lecture persuade set goals stimulate teach train tutor  <b>Financial Skills</b> administer allocate analyze appraise audit balance budget calculate compute decrease develop finance forecast manage market plan project reconcile reduce research

<b><u>Creative Skills</u></b>	<b><u>Customer Service/ Teamwork Skills</u></b>	<b><u>Administrative/ Organizational/ Clerical Skills</u></b>	<b><u>More Verbs For Accomplishments</u></b>
act author compose conceptualize concern create customize design develop devise direct establish fashion find illustrate initiate institute integrate introduce invent originate perform plan revamp revitalize revolutionize shape	aid assess assist attend clarify coach collaborate compromise confront contribute cooperate counsel demonstrate diagnose elaborate empathize encourage expedite facilitate familiarize guide help instill mentor motivate provide reflect refer represent resolve serve settle support treat	approve arrange assemble catalogue centralize classify collect compile coordinate dispatch distribute enforce execute handle implement inspect maintain monitor operate organize plan prepare process purchase record reorganize retrieve schedule screen specify systematize tabulate update validate	achieved boosted broadened completed eliminated ensured exceeded excelled expanded expedited gained generated improved launched mastered modernized pioneered reduced (losses) resolved (problems) restored saved supplemented transformed