

ACTION VERBS (BY SKILL CATEGORIES)

Source - http://www.quintcareers.com/action_skills.html

<u>Communication/</u>				
<u>People Skills</u>				
Addressed	Contacted	Expressed	Mediated	Reinforced
Advertised	Conveyed	Formulated	Moderated	Reported
Arbitrated	Convinced	Furnished	Negotiated	Resolved
Arranged	Corresponded	Incorporated	Observed	Responded
Articulated	Debated	Influenced	Outlined	Solicited
Authored	Defined	Interacted	Participated	Specified
Clarified	Developed	Interpreted	Persuaded	Spoke
Collaborated	Directed	Interviewed	Presented	Suggested
Communicated	Discussed	Involved	Promoted	Summarized
Composed	Drafted	Joined	Proposed	Synthesized
Condensed	Edited	Judged	Publicized	Translated
Conferred	Elicited	Lectured	Reconciled	Wrote
Consulted	Enlisted	Listened	Recruited	
	Explained	Marketed	Referred	
<u>Creative Skills</u>				
Acted	Created	Entertained	Instituted	Performed
Adapted	Customized	Established	Integrated	Photographed
Began	Designed	Fashioned	Introduced	Planned
Combined	Developed	Formulated	Invented	Revised
Composed	Directed	Founded	Modeled	Revitalized
Conceptualized	Displayed	Illustrated	Modified	Shaped
Condensed	Drew	Initiated	Originated	Solved
<u>Data/Financial</u>				
<u>Skills</u>				
Administered	Audited	Determined	Netted	Reduced
Adjusted	Balanced	Developed	Planned	Researched
Allocated	Budgeted	Estimated	Prepared	Retrieved
Analyzed	Calculated	Forecasted	Programmed	
Appraised	Computed	Managed	Projected	
Assessed	Conserved	Marketed	Qualified	
	Corrected	Measured	Reconciled	
<u>Helping Skills</u>				
Adapted	Coached	Encouraged	Insured	Resolved
Advocated	Collaborated	Ensured	Intervened	Simplified
Aided	Contributed	Expedited	Motivated	Supplied
Answered	Cooperated	Facilitated	Prevented	Supported
Arranged	Counseled	Familiarized	Provided	Volunteered
Assessed	Demonstrated	Furthered	Referred	
Assisted	Diagnosed	Guided	Rehabilitated	
Clarified	Educated	Helped	Represented	
<u>Management/</u>				
<u>Leadership Skills</u>				
Administered	Consolidated	Emphasized	Improved	Navigated
Analyzed	Contracted	Enforced	Incorporated	Organized
Appointed	Controlled	Enhanced	Increased	Originated
Approved	Converted	Established	Initiated	Overhauled
Assigned	Coordinated	Executed	Inspected	Oversaw
Attained	Decided	Generated	Instituted	Planned
Authorized	Delegated	Handled	Led	
	Developed	Headed	Managed	

Chaired	Directed	Hired	Merged	
Considered	Eliminated	Hosted	Motivated	
Technical Skills				
Adapted	Designed	Printed	Standardized	Restored
Applied	Determined	Programmed	Studied	Reviewed
Assembled	Developed	Rectified	Upgraded	Scheduled
Built	Engineered	Regulated	Utilized	Secured
Calculated	Fabricated	Remodeled	Presided	Selected
Computed	Fortified	Repaired	Prioritized	Streamlined
Conserved	Installed	Replaced	Produced	Strengthened
Constructed	Maintained	Restored	Recommended	Supervised
Converted	Operated	Solved	Reorganized	Terminated
Debugged	Overhauled	Specialized	Replaced	
Organizational Skills				
Compiled	Logged	Provided	Screened	
Approved	Corrected	Maintained	Purchased	Submitted
Arranged	Corresponded	Monitored	Recorded	Supplied
Catalogued	Distributed	Obtained	Registered	Standardized
Categorized	Executed	Operated	Reserved	Systematized
Charted	Filed	Ordered	Responded	Updated
Classified	Generated	Organized	Reviewed	Validated
Coded	Incorporated	Prepared	Routed	Verified
Collected	Inspected	Processed	Scheduled	
Research Skills				
Analyzed	Determined	Formulated	Measured	Surveyed
Clarified	Diagnosed	Gathered	Organized	Systematized
Collected	Evaluated	Inspected	Researched	Tested
Compared	Examined	Interviewed	Reviewed	
Conducted	Experimented	Invented	Searched	
Critiqued	Explored	Investigated	Solved	
Detected	Extracted	Located	Summarized	
Teaching Skills				
Adapted	Coordinated	Explained	Instilled	Taught
Advised	Critiqued	Facilitated	Instructed	Tested
Clarified	Developed	Focused	Motivated	Trained
Coached	Enabled	Guided	Persuaded	Transmitted
Communicated	Encouraged	Individualized	Simulated	Tutored
Conducted	Evaluated	Informed	Stimulated	