

# Action Verbs

## Management Skills

Administered  
Analyzed  
Assigned  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reorganized  
Reviewed  
Scheduled  
Supervised

## Communication Skills

Addressed  
Arbitrated  
Arranged  
Authored  
Co-authored  
Collaborated  
Corresponded  
Developed  
Directed  
Drafted  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Proposed  
Publicized

Reconciled  
Recruited  
Spoke  
Translated  
Wrote

## Research Skills

Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Inspired  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systemized

## Technical Skills

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Pinpointed  
Programmed  
Remodeled  
Repaired  
Solved

## Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated

Conducted  
Coordinated  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Lectured  
Persuaded  
Set goals  
Stimulated  
Taught  
Trained

## Financial Skills

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Managed  
Planned  
Projected  
Researched

## Creative Skills

Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Illustrated  
Instituted  
Integrated  
Performed  
Planned

Proved  
Revised  
Revitalized  
Set up  
Shaped  
Streamlined  
Structured  
Tabulated  
Validated

## Helping Skills

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Facilitated  
Familiarized  
Guided  
Inspired  
Motivated  
Participated  
Provided  
Referred  
Rehabilitated  
Reinforced  
Represented  
Supported  
Taught  
Trained  
Verified

## Clerical or Detail Skills

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Filed  
Generated  
Implemented  
Inspected

Monitored  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Systematized

## Stronger Verbs for Accomplishments

Accelerated  
Achieved  
Attained  
Completed  
Conceived  
Convinced  
Discovered  
Doubled  
Effected  
Eliminated  
Expanded  
Expedited  
Founded  
Improved  
Increased  
Initiated  
Innovated  
Introduced  
Invented  
Launched  
Mastered  
Originated  
Overcame  
Overhauled  
Pioneered  
Reduced  
Resolved  
Revitalized  
Spearheaded  
Strengthened  
Transformed  
Upgraded

From *To Boldly Go: Practical Career Advice for Scientists*, by Peter S. Fiske