## 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  
  
**Research Skills**  
Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Inspired  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systemized  
  
**Communication Skills**  
Addressed  
Arbitrated  
Arranged  
Author  
Co-authored  
Collaborated  
Corresponded  
Developed  
Directed  
Drafted  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Proposed  
Publicized  
  
**Technical Skills**  
Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Pinpointed  
Programmed  
Remodeled  
Repaired  
Solved  
  
**Creative Skills**  
Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Illustrated  
Instituted  
Integrated  
Performed  
Planned  
  
**Helping Skills**  
Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Facilitated  
Familiarized  
Guided  
Inspected  
Instructed  
Lectured  
Persuaded  
Set goals  
Stimulated  
Taught  
Trained  
  
**Financial Skills**  
Administered  
Allocated  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Composed  
Developed  
Managed  
Planned  
Projected  
Researched  
  
**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*