

## Action Verb List by Skillset

### Management

produced	anticipated	analyzed	approved	assigned	delegated
attained	chaired	checked	reviewed	contracted	developed
devised	directed	evaluated	enforced	formed	governed
headed	increased	initiated	integrated	organized	planned
prioritized	administered	recommended	coordinated	scheduled	supervised

### Communication

Addressed	composed	drafted	interpreted	persuaded	recruited
Arbitrated	conveyed	edited	lectured	presented	translated
Arranged	transcribed	enlisted	mediated	promoted	corresponded
Authored	developed	formulated	moderated	publicized	collaborated
Wrote	directed	influenced	negotiated	reconciled	

### Research

Assessed	critiqued	surveyed	examined	interviewed	investigated
Clarified	discovered	diagnosed	identified	reviewed	summarized
Collected	defined	dissected	inspected	organized	determined
Correlated	detailed	evaluated	interpreted	reported	systematized

### Teaching

adapted	revised	evaluated	informed	simplified	coordinated
advised	developed	explained	inspired	set goals	tailored
clarified	enabled	facilitated	instructed	sparked	encouraged
coached	communicated	guided	persuaded	stimulated	trained
unified					

## Action Verb List by Skillset (Continued)

### **Detailed**

approved	dispatched	compiled	organized	retrieved	met deadlines
validated	responded	arranged	purchased	classified	implemented
retained	recorded	judged	compared	operated	reorganized
executed	enforced	collected	inspected	copied	processed

### **Financial**

verified	audited	developed	forecasted	projected	researched
allocated	balanced	earned	managed	rectified	reviewed
analyzed	budgeted	estimated	marketed	reduced	administered
appraised	calculated	financed	planned		

### **Creative**

acted	decorated	planned	founded	instituted	performed
designed	established	illustrated	integrated	dramatized	conceptualized
created	developed	shaped	imagined	introduced	revitalized
invented	directed	fashioned	initiated	customized	transformed

### **Helping**

accepted	conducted	educated	guided	provided	represented
assisted	counseled	effected	motivated	served	empowered
assessed	dealt	resolved	participated	questioned	restored
clarified	handled	protected	referred	validated	demonstrated
coached	diagnosed	facilitated			

## Action Verb List by Skillset (Continued)

### Clerical

adjusted	collected	distributed	indexed	organized	retrieved
approved	compiled	generated	inspected	catalogued	implemented
arranged	controlled	grouped	monitored	processed	specified
prepared	copied	screened	operated	purchased	systematized
classified	dispatched	recorded	ordered	improvised	tabulated

### Analytical

compared	consulted	enlarged	originated	enlightened	experimented
conceived	converted	predicted	utilized	constructed	investigated
perceived					

### Manual

assembled	controlled	ground	fed	lifted	shipped
bent	operated	set up	moved	pulled	handled
bound	tended				

### Accomplishment

achieved	executed	expanded	innovated	pioneered	experienced
displayed	recognized	improved	overcame	succeeded	

### Technical

assembled	computed	installed	overhauled	maintained	strengthened
built	designed	repaired	remodeled	upgraded	programmed
calculated	engineered	operated	solved		