

ACTION VERBS

When writing PAR statements, use these words to describe your Action.

COMMUNICATION SKILLS

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Mediated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented

MARKETING/CREATIVE SKILLS

Promoted
Recruited
Reported
Responded
Resolved
Solicited
Specified
Spoke
Summarized
Translated
Wrote
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Entertained
Envisioned
Established
Fashioned
Formulated
Illustrated
Integrated
Invented
Marketed
Modeled
Performed
Planned
Revised
Shaped
Administered
Adjusted
Allocated
Analyzed
Appraised

DATA/FINANCIAL SKILLS

Balanced
Budgeted
Calculated
Computed
Conserved
Estimated
Forecasted
Measured
Netted
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Solved
Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Educated
Encouraged
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Provided
Referred
Rehabilitated
Simplified
Supplied
Supported
Volunteered

MANAGEMENT/LEADERSHIP SKILLS

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Navigated
Organized
Oversaw
Pioneered
Planned
Prioritized
Recommended
Restored
Reviewed

ORGANIZATIONAL SKILLS

Secured
Selected
Streamlined
Strengthened
Supervised
Terminated
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Inspected
Logged
Maintained
Obtained
Organized
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Systematized
Updated
Validated
Analyzed
Clarified
Collected
Compared
Conducted
Critiqued

RESEARCH SKILLS

Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Solved
Surveyed
Tested
Advised
Clarified
Conducted
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Informed
Instilled
Instructed
Motivated
Taught
Trained
Tutored
Accurate
Adaptable
Approachable

TEACHING SKILLS

PERSONAL TRAITS

Articulate
Autonomous
Calm
Capable
Compassionate
Confident
Considerate
Constructive
Cooperative
Creative
Curious
Decisive
Dependable
Determined
Devoted
Diligent
Driven
Efficient
Eloquent
Encouraging
Energetic
Ethical
Flexible
Focused
Honest
Impartial
Independent
Innovative
Insightful
Intuitive
Logical
Loyal
Methodical
Mindful
Observant
Open-minded
Patient
Persistent
Proactive
Prompt
Punctual
Rational
Reliable
Resilient
Resourceful
Respectful
Sincere
Trustworthy