

## ACTION VERBS

The underlined words are especially good for pointing out accomplishments.

<p><b>Management Skills</b>            administered            analyzed            assigned  <u>attained</u>            chaired            consolidated            contracted            coordinated            delegated            developed            directed            evaluated            executed  <u>improved</u>  <u>increased</u>            organized            oversaw            planned            prioritized            produced            recommended            reviewed            scheduled  <u>strengthened</u>            supervised</p> <p><b>Communication Skills</b>            addressed            arbitrated            arranged            authored            collaborated  <u>convinced</u>            corresponded            developed            directed            drafted            edited            enlisted            formulated            influenced            interpreted            lectured            mediated            moderated</p>	<p><b>Communication (continued)</b>            negotiated            persuaded            promoted            publicized            reconciled            recruited            spoke            translated            wrote</p> <p><b>Research Skills</b>            clarified            collected            critiqued            diagnosed            evaluated            examined            extracted            identified            inspected            interpreted            interviewed            investigated            organized            reviewed            summarized            surveyed            systematized</p> <p><b>Technical Skills</b>            assembled            built            calculated            computed            designed            devised            engineered            fabricated            maintained            operated  <u>overhauled</u>            programmed            remodeled            repaired</p>	<p><b>Technical (continued)</b>            solved  <u>upgraded</u></p> <p><b>Teaching Skills</b>            adapted            advised            clarified            coached            communicated            coordinated            demystified            developed            enabled            encouraged            evaluated            explained            facilitated            guided            informed            instructed            persuaded            set goals            stimulated            trained</p> <p><b>Financial Skills</b>            administered            allocated            analyzed            appraised            audited            balanced            budgeted            calculated            computed            developed            forecasted            managed            marketed            planned            projected            researched</p>	<p><b>Creative Skills</b>            acted            conceptualized            created            customized            designed            developed            directed            established            fashioned  <u>founded</u>  <u>illustrated</u>  <u>initiated</u>            instituted            integrated  <u>introduced</u>  <u>invented</u>  <u>originated</u>            performed            planned  <u>revitalized</u>            shaped</p> <p><b>Helping Skills</b>            assessed            assisted            clarified            coached            counseled            demonstrated            diagnosed            educated  <u>expedited</u>            facilitated            familiarized            guided            motivated            referred            rehabilitated            represented</p>	<p><b>Clerical or Detail Skills</b>            approved            arranged            catalogued            classified            collected            compiled            dispatched            executed            generated            implemented            inspected            monitored            operated            organized            prepared            processed            purchased            recorded            retrieved            screened            specified            systematized            tabulated            validated</p> <p><b>More Verbs for Accomplishments</b>  <u>achieved</u>  <u>expanded</u>  <u>improved</u>  <u>pioneered</u>  <u>reduced</u> (losses)  <u>resolved</u> (problems)  <u>restored</u>  <u>spearheaded</u>  <u>transformed</u></p>
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