### Action Words by Skill Category

#### Analytical
- Analyzed
- Assessed
- Evaluated
- Identified
- Interpreted
- Located
- Perceived
- Reviewed
- Selected

#### Data Management
- Classified
- Recorded
- Retrieved
- Searched
- Verified

#### Financial / Quantitative
- Bought
- Calculated
- Estimated
- Evaluated
- Forecasted
- Measured
- Reconciled
- Sold

#### Communication
- Answered
- Clarified
- Communicated
- Condensed
- Contacted
- Corresponded
- Drafted
- Edited
- Outlined
- Responded
- Spoke
- Summarized
- Wrote

#### Initiative
- Began
- Brought
- Initiated
- Offered
- Proposed
- Suggested
- Volunteered

#### Teamwork
- Collaborated
- Contributed
- Interacted
- Negotiated
- Represented
- Supported
- United

#### Interpersonal / People
- Advised
- Assisted
- Cared for
- Counsellled
- Encouraged
- Helped
- Interacted
- Listened
- Mediated
- Motivated
- Perceived
- Promoted
- Represented
- Supported
- United

#### Organizational
- Administered
- Arranged
- Assembled
- Assigned
- Catalogued
- Categorized
- Collected
- Coordinated
- Filed
- Maintained
- Monitored
- Ordered
- Organized
- Planned
- Prepared
- Recorded
- Reorganized
- Retrieved
- Scheduled
- Searched
- Supported
- United

#### Problem-solving
- Achieved
- Completed
- Dealt with
- Handled
- Improved
- Increased
- Modified
- Regulated
- Revised
- Solved
- Succeeded
- Simplified
- Synthesized

#### Research
- Analyzed
- Conducted
- Defined
- Gathered
- Proposed
- Researched
- Searched

#### Teaching
- Clarified
- Demonstrated
- Explained
- Guided
- Illustrated
- Instructed
- Motivated
- Taught
- Trained
- Tutored

#### Technical
- Applied
- Assembled
- Built
- Coded
- Computed
- Copied
- Manipulated
- Memorized
- Operated
- Printed
- Repaired
- Retrieved
- Tested
- Used