

Action Words by Skill Category

Analytical

Analyzed
Assessed
Evaluated
Identified
Interpreted
Located
Perceived
Reviewed
Selected

Communication

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

Creative

Composed
Constructed
Created
Designed
Developed
Devised
Generated
Invented
Performed
Produced
Revised

Data Management

Classified
Recorded
Retrieved
Searched
Verified

Financial / Quantitative

Bought
Calculated
Estimated
Evaluated
Forecasted
Measured
Reconciled
Sold

Initiative

Began
Brought
Initiated
Offered
Proposed
Suggested
Volunteered

Teamwork

Collaborated
Contributed
Interacted
Negotiated
Represented
Supported
United

Interpersonal / People

Advised
Assisted
Cared for
Counselled
Encouraged
Guided
Helped
Interacted
Listened
Mediated
Motivated
Perceived
Promoted
Represented
Supported
United

Management / Leadership

Coached
Decided
Delegated
Established
Guided
Implemented
Led
Managed
Motivated
Negotiated
Persuaded
Selected

Organizational

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

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