### Skill Verbs

**Make your accomplishment statements shine**

#### Communication Skills

<table>
<thead>
<tr>
<th>Actioned</th>
<th>Advertised</th>
<th>Arbitrated</th>
<th>Arranged</th>
<th>Articulated</th>
<th>Authored</th>
<th>Clarified</th>
<th>Collaborated</th>
<th>Communicated</th>
<th>Composed</th>
<th>Condensed</th>
<th>Conducted</th>
<th>Conferred</th>
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<tbody>
<tr>
<td>Consulted</td>
<td>Contacted</td>
<td>Conveyed</td>
<td>Convinced</td>
<td>Corresponded</td>
<td>Debated</td>
<td>Defined</td>
<td>Developed</td>
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<td>Discussed</td>
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<tr>
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<td>Encouraged</td>
<td>Enlisted</td>
<td>Explained</td>
<td>Expressed</td>
<td>Formulated</td>
<td>Furnished</td>
<td>Incorporated</td>
<td>Influenced</td>
<td>Interacted</td>
<td>Interpreted</td>
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<td>Joined</td>
<td>Judged</td>
<td>Lectured</td>
<td>Listened</td>
<td>Marketed</td>
<td>Mediated</td>
<td>Moderated</td>
<td>Negotiated</td>
<td>Observed</td>
<td>Outlined</td>
<td>Participated</td>
<td>Persuaded</td>
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<tr>
<td>Planned</td>
<td>Presented</td>
<td>Presided</td>
<td>Promoted</td>
<td>Proposed</td>
<td>Publicized</td>
<td>Reconciled</td>
<td>Recruited</td>
<td>Referred</td>
<td>Reinforced</td>
<td>Reported</td>
<td>Resolved</td>
<td>Responded</td>
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<td>Specified</td>
<td>Spoke</td>
<td>Suggested</td>
<td>Summarized</td>
<td>Synthesized</td>
<td>Translated</td>
<td>Wrote</td>
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#### Creative Skills

<table>
<thead>
<tr>
<th>Acted</th>
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<th>Composed</th>
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<th>Developed</th>
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<th>Directed</th>
<th>Displayed</th>
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<tbody>
<tr>
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<td>Established</td>
<td>Fashioned</td>
<td>Forecasted</td>
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<td>Illustrated</td>
<td>Imagined</td>
<td>Improvised</td>
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<td>Initiated</td>
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<td>Integrated</td>
<td>Introduced</td>
<td>Invented</td>
<td>Launched</td>
<td>Modeled</td>
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<tr>
<td>Modified</td>
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<td>Performed</td>
<td>Photographed</td>
<td>Piloted</td>
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<td>Published</td>
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<td>Visualized</td>
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</table>

#### Data Collection/Finance Skills

<table>
<thead>
<tr>
<th>Added</th>
<th>Accounted</th>
<th>Administered</th>
<th>Adjusted</th>
<th>Allocated</th>
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<th>Appraised</th>
<th>Assessed</th>
<th>Audited</th>
<th>Balanced</th>
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<th>Calculated</th>
<th>Cashed</th>
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<tr>
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<td>Counted</td>
<td>Determined</td>
<td>Developed</td>
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<td>Invested</td>
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<tr>
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<td>Measured</td>
<td>Netted</td>
<td>Planned</td>
<td>Prepared</td>
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<td>Reduced</td>
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<td>Retrieved</td>
<td>Tabulated</td>
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#### Research Skills

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<th>Compared</th>
<th>Compiled</th>
<th>Conducted</th>
<th>Critiqued</th>
<th>Defined</th>
<th>Detected</th>
<th>Diagnosed</th>
<th>Drafted</th>
<th>Evaluated</th>
<th>Examined</th>
<th>Experimented</th>
<th>Explored</th>
<th>Extracted</th>
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<tbody>
<tr>
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<td>Inspected</td>
<td>Interviewed</td>
<td>Invented</td>
<td>Investigated</td>
<td>Located</td>
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<td>Searched</td>
<td>Solved</td>
<td>Summarized</td>
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<td>Tabulated</td>
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<td>Gathered</td>
<td>Inspected</td>
<td>Interviewed</td>
<td>Invented</td>
<td>Investigated</td>
<td>Located</td>
<td>Measured</td>
</tr>
</tbody>
</table>
### Teaching/Mentoring Skills
- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Counseled
- Critiqued
- Developed
- Empowered

### Organizational Skills
- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Collected
- Compiled
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded
- Reviewed
- Routed
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Systematized
- Updated
- Validated
- Verified

### Technical Skills
- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Converted
- Debugged
- Designed
- Determined
- Developed
- Drafted
- Engineered
- Fabricated
- Fortified
- Installed
- Maintained
- Mapped
- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Tested
- Upgraded
- Utilized

### Problem Solving Skills
- Adjusted
- Analyzed
- Anticipated
- Changed
- Completed
- Converted
- Determined
- Diagnosed
- Discovered
- Doubled
- Eliminated
- Examined
- Executed
- Expanded
- Identified
- Planned
- Prepared
- Recommended
- Reconciled
- Reorganized
- Resolved
- Reviewed
- Selected
- Set up
- Simplified
- Solved
- Tested
- Verified
- Utilized

### Leadership Skills
- Administered
- Assigned
- Analyzed
- Appointed
- Approved
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Coached
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Delegated
- Developed
- Directed
- Eliminated
- Emphasized
- Encouraged
- Enforced
- Enhanced
- Established
- Evaluated
- Executed
- Expedited
- Formed
- Founded
- Generated
- Governed
- Handled
- Headed
- Hired
- Hosted
- Implemented
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Maximized
- Merged
- Motivated
- Navigated
- Organized
- Originated
- Overhauled
- Oversaw
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Restored
- Reviewed
- Recruited
- Scheduled
- Secured
- Selected
- Staffed
- Streamlined
- Strengthened
- Supervised
- Trained