

Skill Verbs

Make your accomplishment statements shine

Communication Skills

Addressed	Consulted	Elicited	Involved	Planned	Represented
Advertised	Contacted	Encouraged	Joined	Presented	Solicited
Arbitrated	Conveyed	Enlisted	Judged	Presided	Specified
Arranged	Convinced	Explained	Lectured	Promoted	Spoke
Articulated	Corresponded	Expressed	Listened	Proposed	Suggested
Authored	Debated	Formulated	Marketed	Publicized	Summarized
Clarified	Defined	Furnished	Mediated	Reconciled	Synthesized
Collaborated	Developed	Incorporated	Moderated	Recruited	Translated
Communicated	Directed	Influenced	Negotiated	Referred	Wrote
Composed	Disseminated	Interacted	Observed	Reinforced	
Condensed	Discussed	Interpreted	Outlined	Reported	
Conducted	Drafted	Interviewed	Participated	Resolved	
Conferred	Edited	Introduced	Persuaded	Responded	

Creative Skills

Acted	Entertained	Modified
Adapted	Established	Originated
Authored	Fashioned	Performed
Combined	Forecasted	Photographed
Composed	Formulated	Piloted
Conceived	Founded	Planned
Conceptualized	Illustrated	Presented
Condensed	Imagined	Proposed
Created	Improvised	Publicized
Customized	Improved	Published
Designed	Initiated	Revised
Developed	Instituted	Revitalized
Devised	Integrated	Shaped
Directed	Introduced	Solved
Displayed	Invented	Structured
Drew	Launched	Updated
Enhanced	Modeled	Visualized

Data Collection/Finance Skills

Added	Computed	Marketed
Accounted	Conserved	Measured
Administered	Corrected	Netted
Adjusted	Counted	Planned
Allocated	Determined	Prepared
Analyzed	Developed	Programmed
Appraised	Divided	Projected
Assessed	Documented	Qualified
Audited	Estimated	Reconciled
Balanced	Figured	Reduced
Budgeted	Forecasted	Researched
Calculated	Formulated	Retrieved
Cashed	Invested	Tabulated
Compounded	Managed	Verified

Research Skills

Analyzed	Detected	Formulated	Researched
Assessed	Determined	Gathered	Reviewed
Clarified	Diagnosed	Inspected	Searched
Collected	Drafted	Interviewed	Solved
Compared	Evaluated	Invented	Summarized
Compiled	Examined	Investigated	Surveyed
Conducted	Experimented	Located	Systematized
Critiqued	Explored	Measured	Tested
Defined	Extracted	Organized	



Teaching/Mentoring Skills

Adapted	Edited	Instructed
Advised	Enabled	Motivated
Clarified	Encouraged	Persuaded
Coached	Evaluated	Reviewed
Communicated	Explained	Simulated
Conducted	Facilitated	Stimulated
Coordinated	Focused	Taught
Counseled	Guided	Tested
Critiqued	Individualized	Trained
Developed	Informed	Transmitted
Empowered	Instilled	Tutored

Organizational Skills

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

Problem Solving Skills

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

Technical Skills

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

Leadership Skills

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