Using Action Words to Name Your Skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Managing** | **Communicating** | **Researching** | **Problem Solving** | **Reaching a Goal** |
| Administered | Addressed | Analyzed | Devised | Accomplished |
| Analyzed | Arbitrated | Catalogued | Eliminated | Achieved |
| Approved | Arranged | Checked | Enhanced | Challenged |
| Assigned | Corrected | Clarified | Established | Delivered |
| Conducted | Created | Collected | Gained | Exhibited |
| Contracted | Developed | Critiqued | Identified | Implemented |
| Controlled | Directed | Decided | Implemented | Improved |
| Coordinated | Edited | Defined | Improved | Increased |
| Delegated | Enlisted | Developed | Increased | Innovated |
| Directed | Influenced | Diagnosed | Innovated | Instituted |
| Evaluated | Interpreted | Evaluated | Located | Launched |
| Executed | Manipulated | Examined | Minimized | Located |
| Fired | Marketed | Gathered | Observed | Specialized |
| Headed | Mediated | Identified | Overhauled | Updated |
| Hired | Motivated | Inspected | Pursued | Validated |
| Judged | Negotiated | Interpreted | Qualified | Verified |
| Led | Obtained | Interviewed | Remedied | **Financial** |
| Managed | Participated | Investigated | Reorganized | Accounted |
| Monitored | Persuaded | Isolated | Revamped | Administered |
| Orchestrated | Read | Organized | Secured | Allocated |
| Organized | Reasoned | Reviewed | Solved | Analyzed |
| Oversaw | Recruited | Studied | Streamlined | Appraised |
| Planned | Represented | Surveyed | Suggested | Audited |
| Prioritized | Revised | Synthesized | Transformed | Balanced |
| Produced | Sold | Targeted | Updated | Budgeted |
| Recognized | Solicited | Validated | Upgraded | Calculated |
| Recommended | Spoke | Verified |  | Computed |
| Reviewed | Summarized | Wrote |  | Developed |
| Scheduled | Translated |  |  | Kept books |
| Selected | Transmitted |  |  | Recorded |
| Supervised | Updated |  |  | Researched |
| Troubleshot | Wrote |  |  | Projected |
|  |  |  |  | Purchased |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Creating** | **Teaching** | **Using Details** | **Helping** | **Physical** |
| Acted | Adapted | Applied | Aided | Bent |
| Assembled | Advised | Arranged | Assisted | Bound |
| Conceptualized | Briefed | Classified | Attended | Built |
| Created | Clarified | Collated | Cared for | Cut |
| Designed | Coached | Collected | Contributed | Drove |
| Directed | Communicated | Compared | Directed | Fed |
| Empathized | Coordinated | Compiled | Empathized | Installed |
| Fashioned | Decided | Copied | Guided | Lifted |
| Generated | Developed | Dispatched | Listened | Moved |
| Imagined | Demonstrated | Executed | Perceived | Operated |
| Integrated | Enabled | Filed | Referred | Pulled |
| Invented | Encouraged | Inspected | Related | Set up |
| Memorized | Enlightened | Joined | Rendered | Shipped |
| Named | Explained | Maintained | Spoke | Tended |
| Orchestrated | Facilitated | Memorized | Supported | Used |
| Originated | Guided | Merged | Understood | Utilized |
| Painted | Informed | Met deadlines |  |  |
| Perceived | Initiated | Minimized |  |  |
| Performed | Instructed | Organized |  |  |
| Planned | Presented | Processed |  |  |
| Played | Set goals | Quantified |  |  |
| Prepared | Stimulated | Reconciled |  |  |
| Shaped | Trained | Reorganized |  |  |
| Synthesized | Valued | Retrieved |  |  |
| Visualized |  | Scheduled |  |  |
| Wrote |  | Tabulated |  |  |