

Action Verbs

U N C G C A R E E R S E R V I C E S C E N T E R

Management Skills

| | | | |
|-----------------|-------------|------------------|---------------------|
| administered | contracted | evaluated | prioritized |
| analyzed | controlled | executed | produced |
| arranged | coordinated | improved | recommended |
| assigned | delegated | increased | reviewed |
| attained | developed | organized | scheduled |
| chaired | directed | oversaw | strengthened |
| consolidated | distributed | planned | supervised |

Communication Skills

| | | | |
|------------------|------------|-------------|------------|
| addressed | delegated | formulated | negotiated |
| arranged | developed | influenced | persuaded |
| authored | directed | instructed | promoted |
| collaborated | drafted | interpreted | publicized |
| conveyed | edited | lectured | recruited |
| convinced | encouraged | mediated | translated |
| corresponded | enlisted | moderated | wrote |

Research Skills

| | | | |
|-----------|------------|--------------|--------------|
| analyzed | documented | inspected | organized |
| assessed | evaluated | interpreted | reviewed |
| collected | examined | interviewed | summarized |
| critiqued | formulated | investigated | surveyed |
| diagnosed | identified | observed | systematized |

Technical Skills

| | | | |
|-------------|------------|------------|-------------------|
| assembled | designed | maintained | overhauled |
| calculated | devised | maneuvered | programmed |
| computed | engineered | modified | repaired |
| constructed | fabricated | operated | upgraded |

Teaching Skills

| | | | |
|--------------|-------------|-------------|------------|
| adapted | coordinated | evaluated | informed |
| advised | demystified | explained | instructed |
| clarified | developed | facilitated | persuaded |
| coached | enabled | guided | stimulated |
| communicated | encouraged | illustrated | trained |

Financial Skills

| | | | |
|--------------|------------|------------|------------|
| administered | audited | computed | marked |
| allocated | balanced | developed | planned |
| analyzed | budgeted | forecasted | projected |
| appraised | calculated | managed | researched |

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed

engendered
established
fashioned
founded
illustrated
initiated
instituted

integrated
introduced
invented
marked
originated
performed
planned

projected
researched
revitalized
shaped
transformed

Helping Skills

assessed
assisted
clarified
coached
counseled

demonstrated
diagnosed
educated
encouraged
expedited

facilitated
familiarized
guided
inspired
motivated

referred
rehabilitated
represented
stimulated
supported

Clerical or Detail Skills

approved
arranged
assembled
catalogued
classified
collected

complied
executed
generated
implemented
inspected
monitored

operated
organized
prepared
processed
purchased
recorded

retrieved
screened
specified
systematized
tabulated
validated

Accomplishments

achieved
expanded
improved

pioneered
reduced (losses)
resolved (problems)

restored
spearheaded
transformed