

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

Communication Skills

addressed	developed	interpreted	publicized
arbitrated	directed	lectured	reconciled
arranged	drafted	mediated	recruited
authored	edited	moderated	spoke
collaborated	enlisted	negotiated	translated
convinced	formulated	persuaded	wrote
corresponded	influenced	promoted	

Research Skills

clarified	examined	interviewed	surveyed
collected	extracted	investigated	systematized
critiqued	identified	organized	
diagnosed	inspected	reviewed	
evaluated	interpreted	summarized	

Technical Skills

assembled	designed	maintained	remodeled
built	devised	operated	repaired
calculated	engineered	overhauled	solved
computed	fabricated	programmed	upgraded

Teaching Skills

adapted	coordinated	evaluated	instructed
advised	demystified	explained	persuaded
clarified	developed	facilitated	set goals
coached	enabled	guided	stimulated
communicated	encouraged	informed	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

established
fashioned
founded
illustrated
initiated
instituted
integrated

introduced
invented
originated
performed
planned
revitalized
shaped

marked
planned
projected
researched

Helping Skills

assessed
assisted
clarified
coached

counseled
demonstrated
diagnosed
educated

expedited
facilitated
familiarized
guided

motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
complied

dispatched
executed
generated
implemented
inspected
monitored

operated
organized
prepared
processed
Purchased
recorded

retrieved
screened
specified
systematized
tabulated
validated

More Verbs for Accomplishments

achieved
expanded
improved

pioneered
reduced (losses)
resolved (problems)

restored
spearheaded
transformed