

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
Troubleshoot	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		