

Accomplishments	Organized	Demystified	Referred	Instituted
Accelerated	Prepared	Developed	Rehabilitated	Integrated
Achieved	Processed	Diagnosed	Reinforced	Introduced
Completed	Purchased	Directed	Reported	Invented
Conceived	Recorded	Discussed	Represented	Marketed
Doubled	Retrieved	Drafted	Resolved	Modelled
Eliminated	Scheduled	Edited	Responded	Originated
Expanded	Screened	Elicited	Set Goals	Performed
Exceeded	Specified	Educated	Solicited	Photographed
Expedited	Standardized	Enabled	Specified	Planned
Founded	Structured	Encouraged	Spoke	Promoted
Improved	Supplied	Enlisted	Stimulated	Proposed
Initiated	Systemized	Evaluated	Suggested	Revised
Innovated	Tabulated	Expedited	Summarized	Revitalized
Introduced	Transferred	Explained	Synthesized	Shaped
Launched	Typed	Expressed	Trained	Solved
Pioneered	Updated	Facilitated	Wrote	Sketched
Reduced	Validated	Familiarized	Creative Skills	Visualized
Resolved	Verified	Formulated	Acted	Financial/ Data Skills
Restored	Transmitted	Furnished	Adapted	Administered
Spearheaded	Communication /People Skills	Guided	Advertised	Adjusted
Strengthened	Adapted	Incorporated	Advocated	Allocated
Surpassed	Addressed	Influenced	Aided	Analyzed
Transformed	Advertised	Informed	Answered	Appraised
Won	Advised	Instructed	Articulated	Assessed
Administrative/ Clerical Skills	Arbitrated	Integrated	Assessed	Audited
Accumulated	Arranged	Interacted	Assisted	Balanced
Acquired	Articulated	Interpreted	Began	Budgeted
Approved	Authored	Interviewed	Cared For	Calculated
Arranged	Authorized	Involved	Clarified	Charted
Assisted	Briefed	Joined	Coached	Computed
Catalogued	Clarified	Judged	Collaborated	Developed
Classified	Collaborated	Lectured	Combined	Estimated
Collected	Communicated	Listened	Composed	Financed
Compiled	Composed	Marketed	Conceptualized	Forecasted
Completed	Conferred	Mediated	Created	Funded
Delivered	Consulted	Moderated	Customized	Invested
Dispatched	Contacted	Motivated	Designed	Managed
Distributed	Conveyed	Negotiated	Developed	Measured
Executed	Convinced	Observed	Directed	Planned
Filed	Coordinated	Outlined	Displayed	Predicted
Generated	Corresponded	Participated	Drew	Projected
Implemented	Counseled	Persuaded	Entertained	Reconciled
Inspected	Debated	Presented	Established	Reduced
Modified	Defined	Promoted	Fashioned	Researched
Monitored	Described	Proposed	Formulated	Revised
Operated	Demonstrated	Publicized	Founded	Retrieved
		Reconciled	Illustrated	Traded
		Recruited	Initiated	

Helping Skills

Adapted
 Advocated
 Aided
 Answered
 Assessed
 Assisted
 Cared For
 Clarified
 Coached
 Collaborated
 Diagnosed
 Educated
 Encouraged
 Ensured
 Expedited
 Facilitated
 Familiarized
 Furthered
 Guided
 Helped
 Insured
 Intervened
 Motivated
 Provided
 Referred
 Rehabilitated
 Presented
 Resolved
 Simplified
 Supplied
 Supported
 Volunteered

**Management/
Leadership Skills**

Accomplished
 Achieved
 Administered
 Analyzed
 Appointed
 Approved
 Assigned
 Attained
 Chaired
 Coached
 Considered
 Consolidated
 Contracted
 Controlled

Converted
 Coordinated
 Decided
 Delegated
 Determined
 Developed
 Directed
 Eliminated
 Emphasized
 Enforced
 Enhanced
 Established
 Evaluated
 Executed
 Generated
 Governed
 Handled
 Headed
 Hired
 Hosted
 Improved
 Increased
 Initiated
 Inspected
 Instituted
 Led
 Managed
 Maximized
 Minimized
 Merged
 Monitored
 Motivated
 Organized
 Originated
 Overhauled
 Oversaw
 Planned
 Presided
 Prioritized
 Produced
 Recommended
 Regulated
 Reorganized
 Replaced
 Restored
 Reviewed
 Scheduled
 Spearheaded
 Streamlined

Strengthened
 Supervised
 Terminated
 Tracked

**Personnel
Functions**

Appraised
 Discharged
 Employed
 Interviewed
 Informed
 Promoted
 Recruited
 Screened
 Sought
 Selected
 Wrote
 Trained
 Transferred

**Planning &
Control**

Acquired
 Allocated
 Assumed
 Controlled
 Extended
 Forecasted
 Formulated
 Measured
 Monitored
 Planned
 Scheduled

Research Skills

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Detected
 Diagnosed
 Discovered
 Evaluated
 Examined
 Extracted
 Formulated
 Gathered
 Identified

Inspected
 Interpreted
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized
 Researched
 Reviewed
 Solved
 Summarized
 Surveyed
 Systematized
 Tested

**Organization/
Detail Skills**

Approved
 Arranged
 Cataloged
 Categorized
 Charted
 Classified
 Coded
 Collected
 Compiled
 Corresponded
 Distributed
 Executed
 Filed
 Generated
 Implemented
 Incorporated
 Inspected
 Logged
 Maintained
 Monitored
 Obtained
 Operated
 Ordered
 Organized
 Prepared
 Processed
 Provided
 Purchased
 Recorded
 Registered
 Reserved
 Responded

Reviewed
 Routed
 Scheduled
 Screened
 Set up
 Submitted
 Supplied
 Standardized
 Systematized
 Updated
 Validated
 Verified

Teaching Skills

Adapted
 Advised
 Clarified
 Coached
 Communicated
 Conducted
 Coordinated
 Critiqued
 Developed
 Enabled
 Focused
 Guided
 Individualized
 Informed
 Instilled
 Instructed
 Motivated
 Persuaded
 Set Goals
 Simulated
 Stimulated
 Taught
 Tested
 Trained
 Transmitted
 Tutored

Technical Skills

Adapted
 Analyzed
 Assembled
 Built
 Calculated
 Computed
 Conserved
 Constructed

Converted
Debugged
Designed
Developed
Devised
Engineered
Experimented
Fabricated
Fixed
Fortified
Inspected
Installed
Maintained
Operated
Overhauled
Printed
Processed
Programmed
Rectified
Re-engineered
Regulated
Remodeled
Repaired
Replaced
Restored
Simulated
Solved
Specialized
Standardized
Studied
Tested
Upgraded
Utilized