Action Verbs by Functional Skill Area

COMMUNICATION
Aided
Arbitrated
Advised
Clarified
Consulted
Co-authored
Collaborated
Coordinated
Counseled
Defined
Enlisted
Formulated
Influenced
Informed
Inspired
Interpreted
Interviewed
Mediated
Merged
Negotiated
Promoted
Publicized
Recommended
Represented
Resolved
Suggested

CREATIVE
Active
Abstracted
Adapted
Composed
Conceptualized
Created
Designed
Developed
Directed
Drew
Fashioned
Generated
Illustrated
Imagined
Improvised
Integrated
Innovated
Painted
Performed
Planned
Problem solved
Shaped
Synthesized
Visualized
Wrote

DETAIL ORIENTED
Analyzed
Approved
Arrange
Classified
Collated
Compared
Compiled
Documented
Enforced
Following through
Met deadlines
Prepared
Process
Recorded
Retrieved
Set priorities
Systemized
Tabulated

FINANCIAL
Administered
Allocated
Analyzed
Appraised
Audited
Budgeted
Calculated
Computed
Developed
Evaluated
Figured
Maintained
Managed
Performed
Planned
Projected

MANUAL SKILLS
Arranged
Assembled
Bound
Built
Checked
Classified
Constructed
Controlled
Cut
Designed
Developed
Drove
Handled
Installed
Invented
Maintained
Monitored
Prepared
Operated
Repaired
Tested

PROVIDING SERVICE
Advised
Attended
Cared
Coached
Coordinated
Counseled
Demonstrated
Explained
Furnished
Generated
Inspected
Installed
Issued
Mentored
Delivered
Referred
Repaired
Provided
Purchased
Submitted

ORGANIZING
Achieved
Assigned
Consulted
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Established
Evaluated
Negotiated
Organized
Planned
Prepared
Prioritized
Produced
Recommended
Reported

LEADERSHIP
Administered
Chaired
Convinced
Directed
Examined
Executed
Expanded
Facilitated
Improved
Initiated
Managed
Oversaw
Produced
Recommended
Reviewed
Supervised

RESEARCH/INVESTIGATION
Calculated
Cataloged
Collected
Computed
Conducted
Correlated
Critiqued
Diagnosed
Discovered
Examined
Ex EXPERIMENTED
Extrapolated
Evaluated
Gathered
Identified
Inspected
Investigated
Monitored
Proved
Reviewed
Surveyed
Tested

TECHNICAL
Assembled
Built
Calculated
Computed
Designed
Engineered
Fabricated
Maintained
Operated
Programmed
Remodeled
Repaired
Solved

TEACHING
SKILLS
Adapted
Advised
Clarified
Coached
Developed
Evaluated
Encouraged
Informed
Inspired
Motivated
Represented
Participated
Provided
Supported
Taught
Trained
Verified