



ACTION VERBS FOR VARIOUS SKILLS

MANAGEMENT SKILLS

Administered	Coordinated	Increased	Prioritized
Analyzed	Delegated	Improved	Produced
Assigned	Developed	Initiated	Recommended
Attained	Directed	Instituted	Reorganized
Chaired	Enhanced	Managed	Reviewed
Consolidated	Established	Motivated	Scheduled
Contracted	Evaluated	Organized	Strengthened
	Executed	Planned	Supervised

COMMUNICATION SKILLS

Addressed	Directed	Interpreted	Publicized
Authored	Drafted	Lectured	Reconciled
Collaborated	Edited	Mediated	Recruited
Composed	Elicited	Moderated	Resolved
Contacted	Explained	Negotiated	Spoke
Convinced	Formulated	Persuaded	Translated
Corresponded	Influenced	Promoted	Wrote

RESEARCH SKILLS

Analyzed	Critiqued	Identified	Reviewed
Clarified	Diagnosed	Interpreted	Solved
Collected	Evaluated	Interviewed	Summarized
Compared	Examined	Investigated	Surveyed
Conducted	Gathered	Located	Systematized
	Extracted	Organized	Tested
		Researched	

TECHNICAL SKILLS

Adapted	Designed	Installed	Replaced
Applied	Developed	Maintained	Solved
Assembled	Devised	Operated	Standardized
Calculated	Engineered	Overhauled	Studied
Computed	Fabricated	Programmed	Upgraded
		Remodeled	Utilized
		Repaired	

TEACHING SKILLS

Adapted	Designed	Installed	Replaced
Applied	Developed	Maintained	Solved
Assembled	Devised	Operated	Standardized
Calculated	Engineered	Overhauled	Studied
Computed	Fabricated	Programmed	Upgraded
		Remodeled	Utilized
		Repaired	

FINANCIAL SKILLS

Administered	Audited	Developed	Planned
Allocated	Balanced	Estimated	Projected
Analyzed	Budgeted	Forecasted	Reconciled
Appraised	Calculated	Managed	Reduced
	Computed	Marked	Researched

CREATIVE SKILLS

Acted	Designed	Illustrated	Originated
Adapted	Developed	Initiated	Performed
Composed	Directed	Instituted	Planned
Conceptualized	Established	Integrated	Revised
Created	Fashioned	Introduced	Revitalized
Customized	Founded	Invented	Shaped
		Modified	Solved

HELPING SKILLS

Advocated	Coached	Expedited	Referred
Aided	Counseled	Facilitated	Rehabilitated
Assessed	Demonstrated	Familiarized	Represented
Assisted	Diagnosed	Guided	Resolved
Clarified	Educated	Intervened	Supported
	Encouraged	Motivated	Volunteered

CLERICAL/DETAIL SKILLS

Approved	Dispatched	Organized	Screened
Arranged	Distributed	Prepared	Set up
Catalogued	Executed	Processed	Standardized
Charted	Generated	Purchased	Specified
Classified	Implemented	Recorded	Systematized
Coded	Inspected	Retrieved	Tabulated
Collected	Maintained	Reviewed	Updated
Compiled	Monitored	Routed	Validated
	Operated	Scheduled	Verified

MORE VERBS FOR ACCOMPLISHMENTS

Achieved	Completed	Resolved (problems)	Succeeded
Expanded	Improved	Restored	Surpassed
Pioneered	Reduced (losses)	Spearheaded	Transformed
			Won



Email: careerservice@teex.tamu.edu



Website: teex.org/resources/career-services/

