Action Verbs—By Skill Sets

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| **Communication Skills** | | | | |
| Addressed | Consulted | Enlisted | Mediated | Referred |
| Advertised | Contacted | Explained | Moderated | Reinforced |
| Answered | Conveyed | Expressed | Negotiated | Reported |
| Arbitrated | Convinced | Formulated | Observed | Resolved |
| Arranged | Corresponded | Illustrated | Outlined | Responded |
| Articulated | Critiqued | Influenced | Persuaded | Simplified |
| Authored | Debated | Informed | Presented | Solicited |
| Briefed | Defined | Instructed | Promoted | Suggested |
| Clarified | Directed | Interacted | Proposed | Summarized |
| Communicated | Discussed | Interpreted | Publicized | Synthesized |
| Compiled | Documented | Interviewed | Recommended | Taught |
| Composed | Drafted | Lectured | Reconciled | Translated |
| Condensed | Edited | Listened | Recorded | Transmitted |
| Conferred | Elicited | Marketed | Recruited | Wrote |

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| **Management Leadership Skills** | | | | | |
| Accelerated | Coordinated | Executed | Instituted | Recommended |
| Administered | Decided | Expanded | Launched | Reduced |
| Advanced | Decreased | Expedited | Led | Reorganized |
| Analyzed | Delegated | Generated | Managed | Replaced |
| Anticipated | Determined | Governed | Merged | Restored |
| Appointed | Developed | Handled | Motivated | Reviewed |
| Approved | Directed | Headed | Navigated | Scheduled |
| Assigned | Doubled | Hired | Organized | Secured |
| Attained | Eliminated | Hosted | Originated | Selected |
| Authorized | Emphasized | Implemented | Overhauled | Streamlined |
| Commanded | Enforced | Improved | Oversaw | Strengthened |
| Consolidated | Enhanced | Incorporated | Planned | Supervised |
| Contracted | Envisioned | Increased | Presided |  |
| Controlled | Established | Initiated | Prioritized |  |
| Converted | Exceeded | Inspected | Produced |  |

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| **People Skills** | | | | |
| Adapted | Counseled | Evaluated | Managed | Resolved |
| Advised | Critiqued | Explained | Mediated | Simulated |
| Advocated | Cultivated | Facilitated | Mentored | Staffed |
| Assessed | Demonstrated | Guided | Motivated | Stimulated |
| Championed | Developed | Individualized | Persuaded | Supervised |
| Clarified | Diagnosed | Informed | Prevented | Supported |
| Coached | Directed | Inspired | Recruited | Taught |
| Collaborated | Educated | Instilled | Referred | Trained |
| Communicated | Enabled | Instructed | Rehabilitated | Tutored |
| Coordinated | Encouraged | Intervened | Represented | Volunteered |

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| **Technical Skills** | | | | |
| Adapted | Constructed | Fabricated | Printed | Restored |
| Applied | Converted | Fortified | Programmed | Solved |
| Assembled | Debugged | Installed | Rectified | Specialized |
| Built | Designed | Maintained | Regulated | Standardized |
| Calculated | Determined | Manufactured | Remodeled | Studied |
| Computed | Developed | Operated | Repaired | Upgraded |
| Conserved | Engineered | Overhauled | Replaced | Utilized |

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| **Planning and Administrative Skills** | | | | |
| Activated | Consolidated | Formulated | Orchestrated | Routed |
| Amended | Coordinated | Generated | Ordered | Scheduled |
| Approved | Corrected | Implemented | Organized | Solved |
| Arranged | Corresponded | Imported | Planned | Standardized |
| Catalogued | Decentralized | Incorporated | Prepared | Submitted |
| Categorized | Deployed | Inspected | Procured | Supplied |
| Centralized | Developed | Laid out | Projected | Systematized |
| Charted | Distributed | Logged | Provided | Transformed |
| Classified | Engineered | Maintained | Purchased | Updated |
| Coded | Estimated | Mapped | Recorded | Validated |
| Collected | Executed | Mobilized | Registered | Verified |
| Compiled | Exported | Monitored | Reorganized |  |
| Connected | Filed | Obtained | Reserved |  |
| Conserved | Formalized | Operated | Reviewed |  |

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| **Quantitative and Analytical Skills** | | | | |
| Adapted | Compared | Estimated | Measured | Strategized |
| Analyzed | Concluded | Evaluated | Observed | Targeted |
| Applied | Consulted | Examined | Prospected |  |
| Assessed | Critiqued | Hypothesized | Questioned |  |
| Calculated | Defined | Identified | Reviewed |  |
| Clarified | Determined | Improved | Solved |  |