

Skill Vocabulary

Knowing what to say is half the battle when marketing yourself. Keywords play a significant part in the development of your resume, your telephone conversations, and in those tough interviews. The list below should help you identify key action verbs that you have acquired in the formulation of your skill base. Look over this list while asking yourself this question; "Have I ever..." As you reflect on each action verb, memories of certain events will come up.

COMMUNICATION SKILLS

addressed
arbitrated
arranged
authored
collaborated
communicated
composed
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

HELPING SKILLS

aided
assessed
assisted
clarified
comforted
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented
supported

TEACHING SKILLS

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
exhorted
facilitated
guided
informed
instructed
persuaded
re-enforced
set goals
stimulated
taught
trained

RESEARCH SKILLS

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
itemized
organized
outlined
probed
reviewed
studied
summarized
surveyed
systematized

MANAGEMENT SKILLS

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
organized
oversaw
planned
presided
prioritized
produced
recommended
reviewed
scheduled
strengthened
structured
supervised

TECHNICAL SKILLS

assembled
built
calculated
computed
constructed
customized
designed
devised
drafted
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

FINANCIAL SKILLS

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
estimated
forecasted
funded
managed
marketed
planned
predicted
projected
researched

CREATIVE SKILLS

acted
conceptualized
created
customized
designed
developed
directed
established
envisioned
fashioned
formulated
founded
illustrated
imagined
initiated
instituted
integrated
introduced
invented
originated
patented
performed
planned
revitalized
shaped

CLERICAL/DETAIL SKILLS

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
methodized
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
summarized
tabulated
validated

ACTION VERBS

achieved
accomplished
completed
created
expanded
improved
pioneered
reduced
resolved
restored
spearheaded
transformed

Action Verbs

Categorized By Skill Areas

<p>Creative</p> <p>authored conceived created designed developed devised directed enhanced formulated illustrated improved initiated introduced invented launched marketed originated planned prepared proposed set up structured wrote</p>	<p>inspected interpreted interviewed investigated monitored operated organized prepared processed purchased recorded retrieved reviewed screened summarized surveyed systematized tabulated validated verified</p>	<p>Management & Leadership</p> <p>administered analyzed assigned attained authorized chaired consolidated contracted controlled coordinated delegated developed directed evaluated enacted established exceeded expanded headed improved incorporated increased initiated instituted investigated launched led maintained managed negotiated organized oversaw performed prioritized produced proposed recommended reduced repositioned retained reviewed scheduled sorted supervised</p>	<p>Technical</p> <p>assembled built calculated computed designed engineered operated overhauled programmed remodeled repaired solved upgraded financial allocated analyzed appraised audited balanced budgeted calculated computed forecasted managed marketed planned projected tabulated</p>	<p>Communication</p> <p>addressed arbitrated arranged authored convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted interviewed lectured moderated negotiated participated persuaded presented presided promoted publicized recruited represented sold spoke translated</p>
<p>Clerical and Research</p> <p>arranged automated budgeted catalogued classified collected compared compiled completed critiqued decreased diagnosed dispatched distributed evaluated examined executed generated identified implemented</p>	<p>Human Resources</p> <p>advised assessed assisted clarified coached collaborated consulted counseled diagnosed educated employed grouped guided handled hired integrated mediated monitored motivated negotiated recruited represented sponsored strengthened</p>	<p>Teaching</p> <p>advised clarified coached communicated encouraged evaluated explained guided influenced informed instructed interpreted lectured persuaded stimulated trained</p>	<p>Success Words</p> <p>accomplished awarded corrected diverted eliminated generated masterminded pioneered rectified single-handedly strengthened surpassed turned around was promoted to was responsible for</p>	