# Action Verb List by Skill Set

## Communication/People Skills

- Addressed
- Advertised
- Arbitrated
- Arranged
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Conferred
- Consulted
- Contacted
- Conveyed
- Convinced
- Corresponded
- Debated
- Defined
- Developed
- Directted
- Discussed
- Drafted
- Edited
- Elicited
- Enlisted
- Explained
- Expressed
- Formulated
- Furnished
- Incorporated
- Influenced
- Interacted
- Interpreted
- Interviewed
- Involved
- Joined
- Judged
- Lectured
- Listened
- Marketed
- Mediated
- Moderated
- Negotiated
- Observed
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Publicized
- Reconciled
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
- Solicited
- Specified
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Wrote

## Creative Skills

- Acted
- Adapted
- Began
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Directed
- Displaced
- Drew
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Modeled
- Modified
- Originated
- Performed
- Photographed
- Planned
- Revised
- Revitalized
- Shaped
- Solved

## Data/Financial Skills

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved
- Corrected
- Determined
- Developed
- Estimated
- Forecasted  
- Managed  
- Marketed  
- Measured  
- Netted  
- Planned  
- Prepared  
- Programmed  
- Projected  
- Qualified  
- Reconciled  
- Reduced  
- Researched  
- Retrieved  
- Enhanced  
- Established  
- Executed  
- Generated  
- Handled  
- Headed  
- Hosted  
- Improved  
- Incorporated  
- Increased  
- Initiated  
- Inspected  
- Instituted  
- Led  
- Managed  
- Merged  
- Motivated  
- Navigated  
- Organized  
- Originated  
- Oversaw  
- Planned  
- Presided  
- Prioritized  
- Produced  
- Recommended  
- Reorganized  
- Replaced  
- Restored  
- Reviewed  
- Scheduled  
- Secured  
- Selected  
- Streamlined  
- Supervised  
- Terminated  

### Management/Leadership Skills
- Administered  
- Analyzed  
- Appointed  
- Assigned  
- Attained  
- Authorized  
- Chaired  
- Considered  
- Consolidated  
- Contracted  
- Controlled  
- Converted  
- Coordinated  
- Decided  
- Directed  
- Eliminated  
- Emphasized  
- Enforced  

### Organizational Skills
- Approved  
- Arranged  
- Catalogued  
- Categorized  
- Charted  
- Classified  
- Coded  
- Collected  
- Compiled  
- Corrected  
- Corresponded  
- Distributed  
- Executed  
- Filed  
- Generated  
- Incorporated  
- Inspected  
- Logged  
- Maintained  
- Monitored  
- Obtained  
- Operated  
- Ordered  
- Organized  
- Prepared  
- Processed  
- Provided  
- Purchased  
- Recorded  
- Registered  
- Reserved  
- Responded  
- Reviewed  
- Routed  
- Scheduled  
- Screened  
- Submitted  
- Supplied  
- Standardized  
- Systematized  
- Updated  
- Validated  
- Verified  

### Research Skills
- Analyzed  
- Clarified  
- Collected  
- Compared  
- Conducted  
- Critiqued  
- Detected  
- Determined  
- Diagnosed  
- Evaluated  
- Examined  
- Experimental
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Organized
- Researched
- Reviewed
- Searched
- Solved
- Summarized
- Surveyed
- Systematized
- Tested

### Teaching Skills
- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Critiqued
- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Informed
- Instilled
- Instructed
- Motivated
- Persuaded
- Simulated
- Taught
- Tested
- Trained
- Transmitted
- Tutored

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

### Helping Skills
- Adapted
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

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