

## Career Development

### Action Verbs

Accelerated  
Accommodated  
Achieved  
Acquainted  
Acquired  
Acted  
Activated  
Adapted  
Added  
Addressed  
Adjusted  
Administered  
Admitted  
Advanced  
Advertised  
Advised  
Aided  
Allocated  
Altered  
Amended  
Analyzed  
Applied  
Appointed  
Appraised  
Apprised  
Approved  
Arbitrated  
Arranged  
Ascertained  
Assembled  
Assessed  
Assigned  
Assisted  
Attained  
Audited  
Augmented  
Authored  
Authorized  
Averted  
Balanced  
Boosted  
Brainstormed  
Budgeted  
Built  
Calculated  
Catalogued

Catered  
Certified  
Chaired  
Challenged  
Changed  
Charted  
Clarified  
Classified  
Coached  
Collaborated  
Collected  
Combined  
Commissioned  
Committed  
Communicated  
Compared  
Compiled  
Completed  
Composed  
Computed  
Conceived  
Conceptualized  
Concluded  
Condensed  
Conducted  
Confirmed  
Conserved  
Consolidated  
Constructed  
Consulted  
Contacted  
Contracted  
Contributed  
Controlled  
Converted  
Conveyed  
Cooperated  
Coordinated  
Correlated  
Corresponded  
Counseled  
Created  
Critiqued  
Cultivated  
Customized  
Debugged  
Deciphered  
Dedicated  
Defined  
Delegated  
Deliberated

Demonstrated  
Designated  
Designed  
Detailed  
Determined  
Developed  
Devised  
Diagnosed  
Directed  
Disbursed  
Discovered  
Dispatched  
Displayed  
Distributed  
Diversified  
Documented  
Doubled  
Drafted  
Earned  
Eased  
Edited  
Educated  
Effected  
Elaborated  
Elevated  
Elicited  
Employed  
Empowered  
Enabled  
Encouraged  
Endorsed  
Enforced  
Engineered  
Enhanced  
Enlarged  
Enlisted  
Enriched  
Enumerated  
Envisioned  
Established  
Estimated  
Evaluated  
Examined  
Exceeded  
Excelled  
Executed  
Exercised  
Exhibited  
Expanded  
Expedited  
Experienced  
Explained  
Explored  
Extended  
Extracted  
Fabricated  
Facilitated  
Familiarized  
Figured  
Finalized  
Forecasted

Formed  
Formulated  
Fostered  
Founded  
Fulfilled  
Generated  
Governed  
Grouped  
Guaranteed  
Guided  
Headed  
Hired  
Identified  
Illustrated  
Implemented  
Improved  
Improvised  
Increased  
Indexed  
Indicated  
Inferred  
Influenced  
Informed  
Initiated  
Innovated  
Inspected  
Inspired  
Installed  
Instigated  
Instituted  
Instructed  
Integrated  
Interceded  
Interpreted  
Interviewed  
Introduced  
Invented  
Investigated  
Involved  
Issued  
Judged  
Justified  
Keynoted  
Launched  
Lectured  
Led  
Licensed  
Lightened  
Linked  
Maintained  
Managed  
Marketed  
Measured  
Mediated  
Minimized  
Mobilized  
Modeled  
Moderated  
Modernized  
Modified  
Monitored

Motivated  
Multiplied  
Negotiated  
Obtained  
Officiated  
Operated  
Orchestrated  
Organized  
Originated  
Overhauled  
Oversaw  
Performed  
Persuaded  
Pioneered  
Planned  
Polished  
Prepared  
Prescribed  
Presented  
Presided  
Prioritized  
Processed  
Procured  
Produced  
Programmed  
Projected  
Promoted  
Provided  
Publicized  
Purchased  
Queried  
Questioned  
Raised  
Rated  
Realized  
Recommended  
Reconciled  
Recorded  
Recruited  
Rectified  
Reduced  
Refined  
Referred  
Reformed  
Regarded  
Regulated  
Rehabilitated  
Reinforced  
Rejuvenated  
Related  
Relieved  
Remedied  
Remodeled  
Reorganized  
Repaired  
Researched  
Reshaped  
Resolved  
Restored  
Retrieved  
Revamped

Reviewed  
Revised  
Revitalized  
Revived  
Sanctioned  
Scheduled  
Screened  
Scrutinized  
Secured  
Selected  
Served  
Set goals  
Set up  
Settled  
Shaped  
Simplified  
Smoothed  
Solicited  
Solved  
Sorted  
Sought  
Spearheaded  
Specified  
Spoke  
Stimulated  
Straightened  
Streamlined  
Strengthened  
Studied  
Submitted  
Substantiated  
Succeeded  
Suggested  
Summarized  
Supervised  
Supplemented  
Surveyed  
Sustained  
Synthesized  
Systematized  
Tabulated  
Tailored  
Traced  
Trained  
Transformed  
Translated  
Transmitted  
Unified  
Updated  
Upgraded  
Utilized  
Validated  
Valued  
Verified  
Visualized  
Wrote

## **Sample SKILL CATEGORIES**

### Communication

Addressed  
Advertised  
Amended  
Appraised  
Arbitrated  
Arranged  
Authored  
Clarified  
Collaborated  
Communicated  
Compiled  
Composed  
Condensed  
Consolidated  
Consulted  
Contacted  
Contributed  
Conveyed  
Convinced  
Corresponded  
Counseled  
Critiqued  
Deciphered  
Deliberated  
Demonstrated  
Developed  
Devised  
Directed  
Documented  
Drafted  
Edited  
Elaborated  
Empowered  
Encouraged  
Enlisted  
Evaluated  
Explained  
Facilitated  
Forecasted  
Formed  
Formulated  
Guided  
Illustrated  
Improvised  
Influenced  
Informed  
Instructed  
Interceded  
Interpreted  
Introduced  
Keynoted  
Lectured  
Led  
Mediated  
Moderated  
Motivated  
Negotiated

Officiated  
Persuaded  
Prepared  
Presented  
Promoted  
Publicized  
Reconciled  
Recorded  
Recruited  
Related  
Solicited  
Specified  
Spoke  
Submitted  
Suggested  
Summarized  
Supplemented  
Synthesized  
Translated  
Updated  
Wrote

### Creative

Acted  
Composed  
Conceptualized  
Conducted  
Created  
Customized  
Designed  
Developed  
Directed  
Envisioned  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Orchestrated  
Originated  
Performed  
Planned  
Revitalized  
Shaped  
Visualized

### Detail

Approved  
Arranged  
Balanced  
Budgeted  
Calculated  
Catalogued  
Classified  
Collected  
Compared  
Compiled

Computed  
Condensed  
Consolidated  
Converted  
Critiqued  
Deciphered  
Detailed  
Documented  
Edited  
Evaluated  
Examined  
Executed  
Figured  
Finalized  
Identified  
Implemented  
Indexed  
Inspected  
Installed  
Investigated  
Maintained  
Managed  
Measured  
Monitored  
Multiplied  
Operated  
Organized  
Pioneered  
Planned  
Prepared  
Prioritized  
Processed  
Programmed  
Rated  
Reconciled  
Recorded  
Reformed  
Reorganized  
Researched  
Retrieved  
Revamped  
Reviewed  
Revised  
Screened  
Selected  
Simplified  
Solved  
Sorted  
Specified  
Straightened  
Streamlined  
Studied  
Summarized  
Surveyed  
Systematized  
Tabulated  
Translated  
Updated  
Upgraded  
Validated  
Verified

### Financial

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Authorized  
Balanced  
Collected  
Computed  
Consolidated  
Contracted  
Controlled  
Developed  
Disbursed  
Distributed  
Diversified  
Documented  
Earned  
Evaluated  
Figured  
Finalized  
Forecasted  
Formulated  
Managed  
Marketed  
Negotiated  
Planned  
Prepared  
Projected  
Purchased  
Rated  
Recommended  
Recorded  
Rectified  
Regulated  
Researched  
Reviewed  
Screened  
Scrutinized  
Secured  
Selected  
Supplemented  
Tabulated  
Transferred  
Verified

### Helping

Aided  
Assessed  
Assisted  
Clarified  
Coached  
Contributed  
Counseled  
Customized  
Demonstrated  
Educated  
Empowered  
Enabled  
Encouraged

Helping cont'd

Expedited  
Fulfilled  
Guaranteed  
Guided  
Influenced  
Inspired  
Mediated  
Moderated  
Motivated  
Negotiated  
Officiated  
Provided  
Recommended  
Reconciled  
Rectified  
Referred  
Rehabilitated  
Remedied  
Represented  
Screened  
Served  
Settled  
Stimulated  
Supplemented  
Translated  
Unified  
Validated  
Valued

Management

Administered  
Advised  
Analyzed  
Assigned  
Attained  
Authorized  
Chaired  
Challenged  
Conducted  
Consolidated  
Contracted  
Coordinated  
Defined  
Delegated  
Developed  
Directed  
Encouraged  
Evaluated  
Executed  
Governed  
Guided  
Headed  
Hired  
Implemented  
Improved  
Increased  
Interviewed  
Launched  
Led  
Maintained

Managed  
Marketed  
Measured  
Mobilized  
Modeled  
Monitored  
Organized  
Oversaw  
Planned  
Prepared  
Prioritized  
Produced  
Projected  
Promoted  
Rated  
Recommended  
Recruited  
Reorganized  
Resolved  
Reviewed  
Scheduled  
Screened  
Solved  
Streamlined  
Strengthened  
Supervised  
Trained  
Unified

Organization

Allocated  
Appointed  
Assembled  
Balanced  
Catalogued  
Charted  
Clarified  
Combined  
Compiled  
Condensed  
Consolidated  
Designated  
Detailed  
Figured  
Formed  
Formulated  
Grouped  
Identified  
Indexed  
Inspected  
Measured  
Minimized  
Organized  
Prepared  
Prioritized  
Recorded  
Reorganized  
Scheduled  
Secured  
Set goals  
Set up

Sorted  
Straightened  
Surveyed

Research

Acquired  
Analyzed  
Applied  
Clarified  
Collected  
Compared  
Compiled  
Concluded  
Condensed  
Critiqued  
Deciphered  
Diagnosed  
Discovered  
Documented  
Evaluated  
Examined  
Extracted  
Formulated  
Identified  
Indexed  
Inspected  
Interpreted  
Interviewed  
Investigated  
Measured  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized  
Tabulated

Teaching

Adapted  
Advised  
Appraised  
Assessed  
Assigned  
Challenged  
Clarified  
Coached  
Communicated  
Coordinated  
Defined  
Demonstrated  
Designed  
Developed  
Diagnosed  
Directed  
Educated  
Empowered  
Enabled  
Encouraged  
Enforced  
Enriched  
Established

Evaluated  
Examined  
Explained  
Facilitated  
Fostered  
Guided  
Identified  
Implemented  
Informed  
Influenced  
Informed  
Instructed  
Integrated  
Introduced  
Lectured  
Maintained  
Motivated  
Persuaded  
Rehabilitated  
Reinforced  
Related  
Stimulated  
Synthesized  
Tailored  
Trained

Technical

Altered  
Analyzed  
Assembled  
Built  
Calculated  
Computed  
Configured  
Constructed  
Created  
Debugged  
Deciphered  
Designed  
Devised  
Drafted  
Engineered  
Executed  
Extracted  
Fabricated  
Installed  
Launched  
Maintained  
Measured  
Operated  
Overhauled  
Processed  
Produced  
Programmed  
Remodeled  
Repaired  
Retrieved  
Solved  
Sorted  
Systematized  
Trouble-shoot

Upgraded  
Utilized