

**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  
 Stimulated  
 Taught  
 Tested  
 Trained  
 Transmitted  
 Tutored

**Communication/  
 People Skills**

Addressed  
 Advertised  
 Arbitrated  
 Arranged  
 Articulated

Authored  
 Clarified  
 Collaborated  
 Communicated  
 Composed  
 Condensed  
 Conferred  
 Consulted  
 Contacted  
 Conveyed  
 Convinced  
 Corresponded  
 Debated  
 Defined  
 Developed  
 Directed  
 Discussed  
 Drafted  
 Edited  
 Elicited  
 Enlisted  
 Explained  
 Expressed  
 Formulated  
 Furnished  
 Incorporated  
 Influenced  
 Interacted  
 Interpreted  
 Interviewed  
 Involved  
 Joined  
 Judged  
 Lectured  
 Listened  
 Marketed  
 Mediated  
 Moderated  
 Negotiated  
 Observed

**Creative Skills**

Acted  
 Adapted  
 Began  
 Combined  
 Composed  
 Conceptualized  
 Condensed  
 Created  
 Customized  
 Designed  
 Developed  
 Directed  
 Displayed  
 Drew  
 Entertained

Outlined  
 Participated  
 Persuaded  
 Presented  
 Promoted  
 Proposed  
 Publicized  
 Reconciled  
 Recruited  
 Referred  
 Reinforced  
 Reported  
 Resolved  
 Responded  
 Solicited  
 Specified  
 Spoke  
 Suggested  
 Summarized  
 Synthesized  
 Translated  
 Wrote

**Helping Skills**

Adapted  
 Advocated  
 Aided  
 Answered  
 Arranged  
 Assessed  
 Assisted  
 Clarified  
 Coached  
 Collaborated  
 Contributed  
 Cooperated  
 Counseled  
 Demonstrated  
 Diagnosed  
 Educated  
 Encouraged

Established  
 Fashioned  
 Formulated  
 Founded  
 Illustrated  
 Initiated  
 Instituted  
 Integrated  
 Introduced  
 Invented  
 Modeled  
 Modified  
 Originated  
 Performed  
 Photographed  
 Planned  
 Revised  
 Revitalized  
 Shaped  
 Solved

**Management/  
 Leadership Skills**

Administered  
 Analyzed  
 Appointed  
 Approved  
 Assigned  
 Attained  
 Authorized  
 Chaired  
 Considered  
 Consolidated  
 Contracted  
 Controlled  
 Converted  
 Coordinated  
 Decided  
 Delegated

Ensured  
 Expedited  
 Facilitated  
 Familiarized  
 Furthered  
 Guided  
 Helped  
 Insured  
 Intervened  
 Motivated  
 Prevented  
 Provided  
 Referred  
 Rehabilitated  
 Represented  
 Resolved  
 Simplified  
 Supplied  
 Supported  
 Volunteered

Developed	Streamlined	Routed	Summarized	Upgraded
Directed	Strengthened	Scheduled	Surveyed	Utilized
Eliminated	Supervised	Screened	Systematized	
Emphasized	Terminated	Submitted	Tested	
Enforced		Supplied		<b><u>Data/Financial Skills</u></b>
Enhanced		Standardized		Administered
Established	<b><u>Organizational Skills</u></b>	Systematized	<b><u>Technical Skills</u></b>	Adjusted
Executed	Approved	Updated	Adapted	Allocated
Generated	Arranged	Validated	Applied	Analyzed
Handled	Catalogued	Verified	Assembled	Appraised
Headed	Categorized		Built	Assessed
Hired	Charted	<b><u>Research Skills</u></b>	Calculated	Audited
Hosted	Classified	Analyzed	Computed	Balanced
Improved	Coded	Clarified	Conserved	Budgeted
Incorporated	Collected	Collected	Constructed	Calculated
Increased	Compiled	Compared	Converted	Computed
Initiated	Corrected	Conducted	Debugged	Conserved
Inspected	Corresponded	Conducted	Designed	Corrected
Instituted	Distributed	Critiqued	Determined	Determined
Led	Executed	Detected	Developed	Developed
Managed	Filed	Determined	Engineered	Estimated
Merged	Generated	Diagnosed	Fabricated	Forecasted
Motivated	Incorporated	Evaluated	Fortified	Managed
Navigated	Inspected	Examined	Installed	Marketed
Organized	Logged	Experimented	Maintained	Measured
Originated	Maintained	Explored	Operated	Netted
Overhauled	Monitored	Extracted	Overhauled	Planned
Oversaw	Obtained	Formulated	Printed	Prepared
Planned	Operated	Gathered	Programmed	Programmed
Presided	Ordered	Inspected	Rectified	Projected
Prioritized	Organized	Interviewed	Regulated	Qualified
Produced	Prepared	Invented	Remodeled	Reconciled
Recommended	Processed	Investigated	Repaired	Reduced
Reorganized	Provided	Located	Replaced	Researched
Replaced	Purchased	Measured	Restored	Retrieved
Restored	Recorded	Organized	Solved	
Reviewed	Registered	Researched	Specialized	
Scheduled	Reserved	Reviewed	Standardized	
Secured	Responded	Searched	Studied	
Selected	Reviewed	Solved		