

Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

Communication Skills

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote

Research Skills

Analyzed	Interpreted	Adapted	Maintained
Clarified	Interviewed	Applied	Operated
Collected	Investigated	Assembled	Overhauled
Compared	Located	Built	Programmed
Conducted	Organized	Calculated	Remodeled
Critiqued	Researched	Computed	Repaired
Diagnosed	Reviewed	Designed	Replaced
Evaluated	Solved	Developed	Solved
Examined	Summarized	Devised	Standardized
Gathered	Surveyed	Engineered	Studied
Extracted	Systematized	Fabricated	Upgraded
Identified	Tested	Installed	Utilized

Teaching Skills

Adapted	Developed	Facilitated	Instructed
Advised	Enabled	Focused	Persuaded
Coached	Encouraged	Guided	Stimulated
Communicated	Evaluated	Individualized	Trained
Coordinated	Explained	Informed	Tutored

Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	Instituted	Proposed
Authored	Established	Integrated	Researched
Composed	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set Up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studied

Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

Clerical or Detail Skills

Approved	Distributed	Prepared	Set Up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

Leadership Skills

Administered	Delegated	Governed	Selected
Allocated	Designated	Hired	Settled
Appointed	Directed	Led	Signed
Approved	Disapproved	Managed	Specified
Assigned	Discharged	Oversaw	Sponsored
Authorized	Encouraged	Presided	Stipulated
Awarded	Enforced	Recommended	Supervised
Conducted	Evaluated	Regulated	
Controlled	Executed	Required	

Organization Skills

Arranged	Calculated	Prepared	Reported
Analyzed	Coordinated	Purchased	Scheduled
Assembled	Organized	Recorded	
Budgeted	Planned	Reorganized	

Interpersonal Skills

Accommodated	Contributed	Moderates	Reconciles
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arranged	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught