### Management Skills

<table>
<thead>
<tr>
<th>Administered</th>
<th>Delegated</th>
<th>Improved</th>
<th>Prioritized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzed</td>
<td>Developed</td>
<td>Initiated</td>
<td>Produced</td>
</tr>
<tr>
<td>Assigned</td>
<td>Directed</td>
<td>Instituted</td>
<td>Recommended</td>
</tr>
<tr>
<td>Attained</td>
<td>Enhanced</td>
<td>Managed</td>
<td>Reorganized</td>
</tr>
<tr>
<td>Chairred</td>
<td>Established</td>
<td>Motivated</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Consolidated</td>
<td>Evaluated</td>
<td>Organized</td>
<td>Scheduled</td>
</tr>
<tr>
<td>Contracted</td>
<td>Executed</td>
<td>Oversaw</td>
<td>Strengthened</td>
</tr>
<tr>
<td>Coordinated</td>
<td>Increased</td>
<td>Planned</td>
<td>Supervised</td>
</tr>
</tbody>
</table>

### Communication Skills

<table>
<thead>
<tr>
<th>Addressed</th>
<th>Directed</th>
<th>Increased</th>
<th>Interpreted</th>
<th>Publicized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authored</td>
<td>Drafted</td>
<td>Lectured</td>
<td>Reviewed</td>
<td>Reconciled</td>
</tr>
<tr>
<td>Collaborated</td>
<td>Edited</td>
<td>Mediated</td>
<td>Recruited</td>
<td>Resolved</td>
</tr>
<tr>
<td>Composed</td>
<td>Elicited</td>
<td>Moderated</td>
<td>Spoke</td>
<td></td>
</tr>
<tr>
<td>Contacted</td>
<td>Explained</td>
<td>Negotiated</td>
<td>Spoke</td>
<td>Translated</td>
</tr>
<tr>
<td>Convinced</td>
<td>Formulated</td>
<td>Persuaded</td>
<td>Spoke</td>
<td>Wrote</td>
</tr>
<tr>
<td>Corresponded</td>
<td>Influenced</td>
<td>Promoted</td>
<td>Spoke</td>
<td>Wrote</td>
</tr>
</tbody>
</table>

### Research Skills

<table>
<thead>
<tr>
<th>Analyzed</th>
<th>Diagnosed</th>
<th>Interpreted</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarified</td>
<td>Evaluated</td>
<td>Interviewed</td>
<td>Solved</td>
</tr>
<tr>
<td>Collected</td>
<td>Examined</td>
<td>Investigated</td>
<td>Summarized</td>
</tr>
<tr>
<td>Compared</td>
<td>Gathered</td>
<td>Located</td>
<td>Surveyed</td>
</tr>
<tr>
<td>Conducted</td>
<td>Extracted</td>
<td>Organized</td>
<td>Systematized</td>
</tr>
<tr>
<td>Critiqued</td>
<td>Identified</td>
<td>Researched</td>
<td>Tested</td>
</tr>
</tbody>
</table>

### Technical Skills

<table>
<thead>
<tr>
<th>Adapted</th>
<th>Designed</th>
<th>Maintained</th>
<th>Replaced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Developed</td>
<td>Operated</td>
<td>Solved</td>
</tr>
<tr>
<td>Assembled</td>
<td>Devised</td>
<td>Overhauled</td>
<td>Standardized</td>
</tr>
<tr>
<td>Built</td>
<td>Engineered</td>
<td>Programmed</td>
<td>Studied</td>
</tr>
<tr>
<td>Calculated</td>
<td>Fabricated</td>
<td>Remodeled</td>
<td>Upgraded</td>
</tr>
<tr>
<td>Computed</td>
<td>Installed</td>
<td>Repaired</td>
<td>Utilized</td>
</tr>
</tbody>
</table>

### Teaching Skills

<table>
<thead>
<tr>
<th>Adapted</th>
<th>Developed</th>
<th>Facilitated</th>
<th>Instructed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advised</td>
<td>Enabled</td>
<td>Focused</td>
<td>Persuaded</td>
</tr>
<tr>
<td>Coached</td>
<td>Encouraged</td>
<td>Guided</td>
<td>Stimulated</td>
</tr>
<tr>
<td>Communicated</td>
<td>Evaluated</td>
<td>Individualized</td>
<td>Trained</td>
</tr>
<tr>
<td>Coordinated</td>
<td>Explained</td>
<td>Informed</td>
<td>Tutored</td>
</tr>
</tbody>
</table>
### Financial Skills
- Administered
- Allocated
- Analyzed
- Appraised
- Audited

### Creative Skills
- Acted
- Adapted
- Composed
- Conceptualized
- Created
- Customized
- Designed

### Helping Skills
- Advocated
- Aided
- Assessed
- Assisted
- Clarified
- Coached

### Clerical/Detail Skills
- Approved
- Arranged
- Catalogued
- Charted
- Classified
- Coded
- Collected
- Compiled
- Dispatched

### More Verbs for Accomplishments
- Achieved
- Expanded
- Pioneered
- Completed

- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Directed
- Estimated
- Forecasted
- Managed
- Marked
- Institution
- Integrated
- Introducted
- Invented
- Founded
- Founded
- Fashioned
- Created
- Founded
- Modified
- Illustrated
- Originated
- Initiated
- Performed

- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Directed
- Estimated
- Forecasted
- Managed
- Marked
- Estimated
- Forecasted
- Managed
- Marked
- Inherited
- Integrated
- Introduced
- Invented
- Founded
- Founded
- Fashioned
- Created
- Founded
- Modified
- Illustrated
- Originated
- Initiated
- Performed

- Achieved
- Expanded
- Pioneered
- Completed

- Improved
- Reduced (losses)
- Resolved (problems)
- Restored

- Planned
- Revised
- Shaped
- Solved

- Projected
- Redesigned
- Researched
- Resolved
- Supported
- Volunteered

- Set up
- Standardized
- Specified
- Systematized
- Tabulated
- Updated
- Validated
- Verified

- Spearheaded
- Succeeded
- Surpassed
- Transformed

- Won