

Action Skill Words

Management Skills

Developed
Planned
Organized
Executed
Supervised
Scheduled
Assigned
Directed
Coordinated
Analyzed
Prioritized
Delegated
Fired/Fired
Recommended
Evaluated
Administered
Contracted
Produced
Controlled
Reviewed

Involved Skills

Caring
Speaking
Intuition
Teamwork
Sensitivity
Directing
Enthusiasm
Understanding
Monitoring
Listening
Perception
Maturity

Helping Skills

Related
Guided
Led
Adjusted
Serviced
Referred
Rendered
Attended

Communication Skills

Influenced
Persuaded
Helped
Directed
Led
Reasoned
Sold
Developed
Recruited
Created
Negotiated
Arbitrated
Arranged
Mediated
Reconciled
Merged
Obtained
Wrote
Interpreted
Enlisted
Motivated
Manipulated
Read
Spoke

Teaching Skills

Influenced	Persuaded
Briefed	Informed
Encouraged	Advised
Communicated	Guided
Coached	Instructed
Explained	Adapted
Enlightened	Enabled
Stimulated	Invented
Expressed	Adopted
Facilitated	Clarified
Coordinated	Developed
Evaluated	Decided
Initiated	Set goals
Enthusiasm	

Research Skills

Recognized problems
Clarified
Surveyed
Interviewed
Investigated
Inspected
Gathered
Synthesized
Examined
Diagnosed
Reviewed
Organized
Evaluated
Critiqued
Perceived
Collected
Interpreted
Extrapolated
Isolated
Extracted
Decided

Creative Skills

Innovated	Developed
Created	Imagined
Designed	Planned
Conceptualized	Synthesized
Integrated	Abstracted
Generated	Perceived
Memorized	Fashioned
Intuitive Skills	Visualized
Sensitivity Skills	Shaped
Sense of Humor	Wrote
Directed	Painted
Performed	Acted
Played	Shared
Created	Imagined
Designed	Planned
Integrated	Abstracted
Generated	Shaped
Perceived	Memorized

**Check
These
Out**

Manual Skills

Operated
Tended
Controlled
Ground
Assembled
Set-up
Fed
Cut
Bound
Drove
Moved
Lifted
Bent
Pulled
Shipped
Handled
Punched
Drilled

Financial Skills

Calculated
Computed
Planned
Managed
Budgeted
Kept books
Audited
Appraised
Researched
Analyzed
Kept records
Detailed
Allocated
Administered
Finger dexterity
Developed
Solved

Detailed Skills

Approved
Validated
Retained
Executed
Dispatched
Responded
Followed through
Implemented
Enforced
Met deadlines
Arranged
Managed Time
Judged
Collected
Compiled
Purchased
Systematized
Tabulated
Compared
Inspected
Organized
Classified
Collated
Copied
Retrieved
Recorded
Processed
Facilitated