

■ Action Verbs to Highlight Skills

Working With PEOPLE

Administration

monitor
track
assess
coordinate
organize
requisition
access
process
serve
furnish

Management/ Supervision

coordinate
facilitate
plan
schedule
delegate
evaluate
strategize
develop
consult

Teaching

educate
tutor
stimulate
inform
instruct
facilitate
awaken
explore
advise
entertain

Performing

create
present
play
interpret
act
sing
dance
perform
model
inspire

Counseling/Healing

listen
sense
assess
analyze
assist
align
coordinate
understand
inform
facilitate

Leadership

create
lead
encourage
manage
organize
inspire
represent
govern
direct
advise

Persuading

present
articulate
clarify
challenge
negotiate
inquire
reason
influence
convince
mediate
reconcile

Public Relations

assess
prepare
coordinate
present
negotiate
publicize
strengthen
promote
handle
facilitate
troubleshoot

Selling

inform
educate
persuade
provide
assist
serve
trade
handle
present
sell
convince

Human Resources

assess
analyze
recruit
survey
screen
interview
select
train
mediate
coordinate
align

Consulting

troubleshoot
problem solve
assess
assist
arrange
guide
counsel
survey
serve
contribute
train

Working With DATA

Research & Development

identify
evaluate
review
assess
analyze
critique
explain
prepare
recommend
conclude
determine

Accounting

record
assess
audit
prepare
maintain
forecast
calculate
estimate
figure
appraise
examine
verify

Finance

analyze
invest
budget
inventory
evaluate
appraise
construct
acquire
manage
project

Analysis

assess
observe
review
dissect
interpret
discern
discover
infer
illuminate
clarify
quantify
qualify
conclude

Information

appraise
analyze
inventory
structure
design
categorize
document
process
manage
coordinate
organize

Editing

review
analyze
check
compare
correct
rewrite
revise
rework
improve
initiate
investigate
advise

Organizing/ Logistics

organize
assist
maintain
liaison
arrange
systematize
schedule
coordinate
streamline
simplify

Working With THINGS

Craft/Artisan

design
create
build
perform
draw
render
illustrate
compose
construct
choreograph

Design

organize
formulate
sketch
draft
layout
create
plan
style
pattern
build
display

Mechanical

analyze
design
construct
craft
troubleshoot
create
engineer
repair
manipulate
align
coordinate

Innovating

create
modify
change
upgrade
improve
design
activate
restructure
stimulate
transform

Technical

conceptualize
design
troubleshoot
locate
analyze
implement
construct
modify
operate

Working With IDEAS

Language

translate
interpret
lecture
converse
negotiate
understand
comprehend
proficiency
fluency
teach

Selling

inform
educate
persuade
provide
serve
trade
handle
present
sell
convince

Program Development

design
construct
develop
prepare
strategize
coordinate
formulate
persuade
implement
monitor

Marketing

review
assess
survey
analyze
identify
promote
advertise
advance
boost
improve

Writing

construct
craft
integrate
interpret
capture
express
inform
summarize
conclude

Investigating

interrogate
question
analyze
seek
probe
examine
explore

Resumes, Cover Letters, etc.