

## SKILL CATEGORIES AND CORRESPONDING ACTION VERBS

Administrative Skills	Clerical Skills	Communication Skills	Counseling Skills	Creative Skills	Development Skills
Administered	Approved	Addressed	Assessed	Acted	Analyzed
Coordinated	Arranged	Arbitrated	Assisted	Conceptualized	Applied
Designed	Catalogued	Arranged	Clarified	Created	Catalogued
Established	Classified	Authored	Coached	Designed	Complied
Evaluated	Collected	Corresponded	Counseled	Developed	Conceived
Interpreted	Compiled	Developed	Demonstrated	Directed	Created
Interviewed	Dispatched	Directed	Diagnosed	Established	Designed
Managed	Executed	Drafted	Educated	Fashioned	Developed
Mediated	Generated	Edited	Expedited	Founded	Established
Negotiated	Implemented	Enlisted	Facilitated	Illustrated	Formulated
Organized	Inspected	Formulated	Familiarized	Instituted	Founded
Prepared	Monitored	Handled	Guided	Integrated	Influenced
Planned	Operated	Influenced	Referred	Introduced	Implemented
Supervised	Prepared	Interpreted	Rehabilitated	Invented	Initiated
	Processed	Lectured	Represented	Originated	Instituted
			Performed	Supported	
			Planned	Surveyed	
			Revitalized	Updated	
			Shaped		

Financial Skills	Management Skills	Technical Skills	Organizational Skills			Time Management Skills	
Administered	Administered	Assembled	Improved	Reconciled	Recommended	Purchased	Improved
Allocated	Analyzed	Built	Operated	Coordinated	Translated	Retrieved	Validated
Appraised	Attained	Computed	Increased	Prioritized	Facilitated	Directed	Administered
Audited	Chaired	Designed	Persuaded	Recruited	Handled	Systematized	Screened
Balanced	Contracted	Devised	Analyzed	Developed	Implemented	Initiated	Generated
Budgeted	Consolidated	Developed	Organized	Produced	Initiated	Promoted	Tabulated
Computed	Delegated	Fabricated	Applied	Planned	Organized	Recorded	Increased
Developed	Developed	Maintained	Oversaw	Wrote	Reviewed	Developed	
Forecasted	Directed	Mediated	Publicized	Systemized	Scheduled	Specified	
Managed	Established	Moderated	Arranged	Spoke	Strengthened		
Marketed	Evaluated	Motivated	Planned	Expedited	Supervised		
Executed	Negotiated						

Problems Solving Skills		Research Skills		Training Skills	
Analyzed	Prepared	Analyzed	Inspected	Adapted	Encouraged
Clarified	Recommended	Clarified	Interpreted	Advised	Evaluated
Compared	Reorganized	Critiqued	Interviewed	Clarified	Explained
Compiled	Researched	Collected	Investigated	Assisted	Facilitated
Decided	Resolved	Diagnosed	Researched	Coached	Guided
Evaluated	Reviewed	Evaluated	Reviewed	Communicated	Informed
Forecasted	Solved	Examined	Summarized	Coordinated	Initiated
Investigated	Surveyed	Extracted	Surveyed	Developed	Instructed
		Identified	Systematized	Enabled	Motivated
				Presented	Persuaded
				Stimulated	