

Communication

Addressed
 Arbitrated
 Arranged
 Authored
 Clarified
 Communicated
 Corresponded
 Created
 Defined
 Drafted
 Edited
 Enlisted
 Influenced
 Informed
 Inspired
 Interpreted
 Mediated
 Motivated
 Negotiated
 Obtained
 Persuaded
 Presented
 Read
 Reasoned
 Reconciled
 Sold
 Summarized
 Translated
 Wrote

Detail

Approved
 Arranged
 Audited
 Classified
 Collated
 Collected
 Compared
 Compiled
 Counted
 Dispatched
 Documented
 Edited
 Estimated
 Evaluated
 Formatted
 Generated
 Implemented
 Inspected
 Monitored
 Operated
 Organized
 Prepared
 Prioritized
 Processed
 Proofread
 Recorded
 Retrieved
 Specified
 Tabulated

Financial

Administered
 Allocated
 Analyzed
 Appraised
 Assessed
 Audited
 Balanced
 Bookkeeping
 Budgeted
 Calculated
 Computed
 Decreased
 Developed
 Eliminated
 Established
 Forecasted
 Formulated
 Identified (problem)
 Improved
 Managed (\$)
 Planned
 Prepared
 Presented
 Reconciled
 Researched
 Reviewed
 Solved
 Streamlined
 Structured

General

Analyzed
 Assessed
 Compared
 Consolidated
 Coordinated
 Corrected
 Delegated
 Delivered
 Determined
 Developed
 Displayed
 Eliminated
 Examined
 Expeditied
 Identified (problem)
 Implemented
 Inspected
 Investigated
 Led
 Modified
 Organized
 Participated
 Planned
 Prioritized
 Reduced
 Reviewed
 Revised
 Updated
 Upgraded

Sales

Achieved
 Analyzed
 Closed
 Coordinated
 Decreased
 Developed
 Doubled
 Earned
 Exceeded
 Expanded
 Explained
 Forecasted
 Generated
 Increased
 Listened
 Maintained
 Marketed
 Merchandised
 Monitored
 Negotiated
 Persuaded
 Presented
 Promoted
 Projected
 Publicized
 Represented
 Sold
 Strategized
 Targeted

Teaching

Adapted
 Advised
 Clarified
 Coordinated
 Educated
 Encouraged
 Enlightened
 Explained
 Facilitated
 Guided
 Influenced

Retail

Assisted
 Assisted
 Designed
 Evaluated
 Monitored
 Mediated
 Merchandized

Physical

Built
 Conditioned
 Constructed
 Developed
 Exercised
 Operated equipment
 Repaired
 Restored
 Trained
 Worked

Helping

Adjusted
 Advised
 Advocated
 Appraised
 Assisted
 Attended
 Cared
 Coached
 Collaborated
 Counseled
 Directed
 Encouraged
 Enlightened
 Facilitated
 Guided
 Intuited
 Listened
 Mentored
 Modeled
 Perceived
 Referred
 Rehabilitated

Creative

Abstracted
 Conceptualized
 Created
 Demonstrated
 Designed
 Developed
 Devised
 Directed
 Discovered
 Displayed
 Experimented
 Illustrated
 Imagined
 Innovated
 Integrated
 Intuited
 Originated
 Performed
 Played
 Predicted
 Visualized

Analytical

Arranged
 Administered
 Allocated
 Appraised
 Assessed
 Audited
 Compared
 Critiqued
 Collected
 Determined
 Examined
 Extrapolated
 Identified
 Interpreted
 Maintained
 Prepared
 Processed
 Reasoned
 Recognized
 Recorded
 Reviewed

Research

Clarified
 Collected
 Critiqued
 Diagnosed
 Evaluated
 Examined
 Extracted
 Extrapolated
 Gathered
 Identified
 Inspected
 Interpreted
 Interviewed
 Investigated
 Retrieved
 Reviewed
 Summarized
 Surveyed
 Synthesized
 Tested
 Wrote

**Leadership/
Management**

Authorized
 Directed
 Evaluated
 Executed
 Fired
 Headed
 Hired
 Led
 Managed
 Mediated
 Mentored
 Motivated
 Predicted
 Recruited
 Resolved
 Scheduled
 Supervised
 Trained
 Trouble-shot