

**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