

Loeb Center for Career Exploration and Planning

Action Verbs

CLERICAL SKILLS Moderated Forecasted Negotiated Formulated Approved Persuaded Managed Arranged Promoted Marketed Classified Recruited Planned Collected Translated Projected Compiled Researched Executed

CREATIVE SKILLS Solved Generated

Implemented Acted

HELPFUL SKILLS Inspected Created Monitored Designed Assessed Assisted Operated Developed Directed Clarified Organized Established Prepared Coached Founded Counseled Processed Purchased Illustrated Demonstrated Diagnosed

Recorded Initiated Retrieved Instituted

Screened Integrated Tabulated Introduced

Mediated

Invented SKILLS **COMMUNICATION** Originated Administered Performed **SKILLS** Analyzed

Expedited

Organized

MANAGEMENT

Planned Arbitrated Assigned Revitalized Arranged Attained

Collaborated Chaired FINANCIAL SKILLS Consolidated Convinced Administered Coordinated Corresponded Analyzed Developed Delegated **Appraised** Directed Developed Audited Drafted Directed Balanced Edited Evaluated Budgeted Interpreted Executed Calculated Influenced Improved Computed Lectured Increased

Developed

Oversaw **TECHNICAL SKILLS**

Planned Assembled

Prioritized Built

Produced Calculated Recommended Computed Reviewed Designed Scheduled Devised Strengthened Maintained Supervised Overhauled Programmed

RESEARCH SKILLS Repaired

Clarified Collected Diagnosed Evaluated Examined Extracted Inspected Interpreted Interviewed

Investigated Organized Reviewed

Summarized

Surveyed

TEACHING SKILLS

Adapted

Advised

Clarified

Coached

Communicated

Coordinated

Developed

Enabled

Encouraged

Evaluated

Explained

Facilitated

Guided

Informed

Instructed

Persuaded

Trained