

Loeb Center for Career Exploration and Planning

Action Verbs

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

Generated CREATIVE SKILLS Solved

Implemented Acted

Mediated

Inspected Created HELPFUL SKILLS

Monitored Designed Assessed Operated Developed Assisted Directed Clarified Organized Prepared Established Coached Processed Founded Counseled Purchased Illustrated Demonstrated Recorded Initiated Diagnosed Expedited

Retrieved Instituted Exp Screened Integrated

Tabulated Introduced MANAGEMENT Invented SKILLS

COMMUNICATIONOriginatedAdministeredSKILLSPerformedAnalyzedArbitratedPlannedAssigned

Arranged Revitalized Attained Collaborated Chaired

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

Developed

Organized

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