

MANAGEMENT

Developed
Planned
Organized
Executed
Supervised
Scheduled
Assigned
Directed
Coordinated
Analyzed
Prioritized
Delegated
Hired
Fired
Recommended
Trained
Trouble-Shooted
Evaluated
Led
Administered
Contracted
Produced
Controlled
Reviewed
Problem-Solved

COMMUNICATION

Influenced
Persuaded
Helped
Directed
Reasoned
Sold
Developed
Recruited
Motivated
Negotiated
Mediated
Arbitrated
Reconciled
Merged
Wrote
Interpreted
Listened
Enlisted
Read
Spoke
Presented
Arranged
Marketed
Obtained

RESEARCH

Recognized Problems
Clarified
Surveyed
Interviewed
Investigated
Inspected
Gathered
Synthesized
Analyzed
Examined
Diagnosed
Reviewed
Organized
Evaluated
Critiqued
Perceived
Collected
Wrote
Tabulated
Consulted
Interpreted
Conceptualized
Extrapolated
Decided

CREATIVE

Innovated
Developed
Imagined
Conceptualized
Designed
Planned
Synthesized
Integrated
Abstracted
Generated
Perceived
Memorized
Discriminated
Intuited
Visualized
Fashioned
Shaped
Wrote
Directed
Choreographed
Performed
Acted
Played
Originate

DETAIL

Validated
Retained
Checked
Executed
Dispatched
Followed Through
Implemented
Enforced
Met Deadlines
Arranged
Managed Time
Collected
Condensed
Compiled
Purchased
Systematized
Tabulated
Inspected
Organized
Classified
Collated
Retrieved
Recorded
Processed
Compared

TEACHING

Influenced
Motivated
Encouraged
Briefed
Lectured
Managed
Motivated
Communicated
Advised
Presented
Guided
Coached
Tutored
Instructed
Enlightened
Stimulated
Developed Curriculum
Adapted
Facilitated
Clarified
Initiated
Set Goals
Developed
Explained
Invented

MANUAL

Operated
Tended
Controlled
Assembled
Maintained
Cultivated
Built
Constructed
Moved
Shipped
Improved
Handled
Restructured
Created
Adjusted
Planned
Arranged

HELPING

Related
Emphatized
Guided
Supported
Serviced
Referred
Attended
Counseled
Cared
Used Sensitivity
Listened
Perceived
Understood
Acted with team
Mentored
Advised
Used intuition

FINANCIAL

Calculated
Computed
Planned
Analyzed
Managed
Budgeted
Kept Books
Kept Records
Audited
Appraised
Research
Worked with Details
Allocated
Administered
Developed
Prepared
Solved



Use your action verbs and you are on your way to scoring big with employers!



| | | | | | |
|--------------|---------------|--------------|--------------|--------------|---------------|
| Abstracted | Composed | Established | Integrated | Perfected | Shaped |
| Achieved | Computed | Estimated | Interpreted | Performed | Skilled |
| Acquired | Conceived | Evaluated | Interviewed | Persuaded | Solicited |
| Acted | Conducted | Examined | Introduced | Planned | Solved |
| Adapted | Conserved | Exceeded | Invented | Practiced | Specialized |
| Addressed | Consulted | Excelled | Inventoried | Predicted | Spoke |
| Advertised | Contributed | Expanded | Investigated | Prepared | Stimulated |
| Advised | Contracted | Expedited | Judged | Presented | Strategized |
| Advocated | Converted | Experimented | Kept | Prioritized | Streamlined |
| Aided | Coordinated | Explained | Launched | Produced | Strengthened |
| Answered | Copied | Explored | Learned | Programmed | Stressed |
| Anticipated | Correlated | Expressed | Lectured | Projected | Studied |
| Applied | Counseled | Extracted | Led | Promoted | Substantiated |
| Approved | Created | Facilitated | Lifted | Proposed | Succeeded |
| Arranged | Critiqued | Fashioned | Listened | Protected | Summarized |
| Ascertained | Cultivated | Financed | Located | Proved | Synthesized |
| Assembled | Dealt | Fixed | Logged | Provided | Supervised |
| Assessed | Debated | Followed | Made | Publicized | Supported |
| Assisted | Defined | Formulated | Maintained | Published | Surveyed |
| Attained | Delivered | Fostered | Managed | Purchased | Sustained |
| Audited | Designed | Founded | Manipulated | Queried | Symbolized |
| Augmented | Detected | Gained | Mapped | Questioned | Tabulated |
| Authored | Determined | Gathered | Mastered | RaisRan | Talked |
| Bolstered | Developed | Gave | Maximized | Ranked | Taught |
| Briefed | Devised | Generated | Mediated | Rationalized | Theorized |
| Brought | Diagnosed | Governed | Memorized | Read | Trained |
| Budgeted | Directed | Guided | Mentored | Reasoned | Translated |
| Built | Discovered | Handled | Met | Recorded | Upgraded |
| Calculated | Discriminated | Headed | Minimized | Received | Utilized |
| Cared | Dispatched | Helped | Modeled | Reduced | Validated |
| Charged | Displayed | Identified | Modified | Referred | Verified |
| Chartered | Dissected | Illustrated | Monitored | Related | Visualized |
| Checked | Documented | Imagined | Narrated | Relied | Won |
| Clarified | Drafted | Implemented | Observed | Reported | Wrote |
| Classified | Drove | Improved | Obtained | Researched | |
| Coached | Edited | Improvised | Offered | Responded | |
| Collaborated | Eliminated | Inaugurated | Operated | Restored | |
| Collected | Empathized | Increased | Ordered | Revamped | |
| Comforted | Enable | Indexed | Organized | Reviewed | |
| Communicated | Enforced | Indicated | Originated | Scanned | |
| Compared | Enlightened | Influenced | Overcame | Scheduled | |
| Completed | Enlisted | Initiated | Oversaw | Schemed | |
| Complied | Ensured | Inspected | Participated | Screened | |
| | | Instituted | Perceived | Set Goals | |

EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

| | | | | |
|---------------|--------------|--------------|-------------|----------------|
| Active | Dedicated | Experienced | Methodical | Resourceful |
| Adaptable | Dependable | Fair | Objective | Self-Confident |
| Adaptive | Determined | Familiar | Open minded | Self-motivated |
| Adept | Diligent | Firm | Outgoing | Self-reliant |
| Aggressive | Diplomatic | Forceful | Personable | Sensitive |
| Analytical | Disciplined | Honest | Pleasant | Sharp |
| Assertive | Discreet | Independent | Poised | Sincere |
| Broad-Minded | Effective | Innovative | Positive | Strong |
| Committed | Efficient | Instrumental | Practical | Successful |
| Competent | Energetic | Keen | Productive | Tactful |
| Conscientious | Enterprising | Logical | Receptive | Tenacious |
| Cooperative | Enthusiastic | Loyall | Reliable | Well-organized |
| Creative | Exceptional | Mature | Resilient | |

