

Sample Action Verbs  
Listed by Functional Skill Area

<b>Communication</b>	<b>Creative</b>	<b>Detail Oriented</b>	<b>Investigating/Research</b>
Aided	Acted	Analyzed	Calculated
Arbitrated	Abstracted	Approved	Cataloged
Advised	Adapted	Arranged	Collected
Clarified	Composed	Classified	Computed
Consulted	Conceptualized	Collated	Conducted
Contributed	Created	Compared	Correlated
Cooperated	Designed	Compiled	Critiqued
Coordinated	Developed	Documented	Diagnosed
Counseled	Directed	Enforced	Discovered
Debated	Drew	Followed Through	Examined
Defined	Fashioned	Met Deadlines	Experimented
Directed	Generated	Prepared	Extrapolated
Enlisted	Illustrated	Processed	Evaluated
Explained	Imagined	Recorded	Gathered
Expressed	Improvised	Retrieved	Identified
Helped	Integrated	Set Priorities	Inspected
Influenced	Innovated	Systemized	Interpreted
Informed	Painted	Tabulated	Investigated
Inspired	Performed		Monitored
Interpreted	Planned	<b>Organizing</b>	Observed
Interviewed	Problem Solved	Achieved	Organized
Mediated	Shaped	Assigned	Proved
Merged	Synthesized	Administered	Reviewed
Negotiated	Visualized	Consulted	Surveyed
Promoted	Wrote	Contracted	Tested
Recommended		Controlled	
Represented	<b>Providing Service</b>	Coordinated	<b>Manual Skills</b>
Resolved	Advised	Decided	Arranged
Suggested	Attended	Delegated	Assembled
	Cared	Developed	Bound
<b>Financial</b>	Coached	Directed	Built
Administered	Coordinated	Established	Checked
Allocated	Counseled	Evaluated	Classified
Analyzed	Delivered	Led	Constructed
Appraised	Demonstrated	Negotiated	Controlled
Audited	Edited	Organized	Cut
Budgeted	Explained	Planned	Designed
Calculated	Furnished	Prioritized	Developed
Computed	Generated	Recommended	Drove
Developed	Inspected	Reported	Handled
Evaluated	Installed		Installed
Figured	Issued	<b>Bookkeeping</b>	Invented
Maintained	Mentored	Prepared	Maintained

Managed  
Performed  
Planned  
Projected

**Technical**

Assembled  
Built  
Calculated  
Computed  
Designed  
Engineered  
Fabricated  
Maintained  
Operated  
Programmed  
Remodeled  
Repaired  
Solved

Referred  
Repaired  
Provided  
Purchased  
Submitted

Projected

**Teaching Skills**

Adapted  
Advised  
Clarified  
Coached  
Developed  
Evaluated  
Encouraged  
Informed  
Inspired  
Mentored  
Motivated  
Represented  
Participated  
Provided  
Supported  
Taught  
Trained  
Verified

Monitored  
Prepared  
Operated  
Repaired  
Tested