

CAREER CYBERGUIDE

ACTION VERBS

The **bold and italicized** words are effective for highlighting accomplishments.

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching
Administered	Addressed	Clarified	Assembled	Adapted
Analyzed	Arbitrated	Collected	Built	Advised
Assigned	Arranged	Critiqued	Calculated	Clarified
Attained	Authored	Diagnosed	Computed	Coached
Chaired	Collaborated	Evaluated	Designed	Communicated
Co-ordinated	Corresponded	Examined	Engineered	Co-ordinated
Delegated	Developed	Identified	Maintained	Developed
Developed	Directed	Inspected	Operated	Enabled
Directed	Drafted	Interpreted	Overhauled	Encouraged
Evaluated	Edited	Interviewed	Programmed	Evaluated
Improved	Enlisted	Investigated	Remodelled	Explained
Increased	Formulated	Organized	Repaired	Facilitated
Initiated	Influenced	Reviewed	Upgraded	Guided
Integrated	Interpreted	Summarized		Informed
Organized	Lectured	Surveyed		Instructed
Oversaw	Mediated	Systematized		Persuaded
Planned	Moderated			Set goals
Prioritized	Negotiated			Stimulated
Produced	Persuaded			Trained
Recommended	Promoted			
Reviewed	Publicized			
Scheduled	Reconciled			
Supervised	Recruited			
	Translated			

Financial Skills	Creative Skills	Helping Skills	Clerical Skills	Accomplishments
Administered	Acted			
Allocated	Conceptualized	Assisted	Approved	<i>Achieved</i>
Analyzed	Created	Assessed	Arranged	<i>Expanded</i>
Appraised	Customized	Clarified	Catalogued	<i>Improved</i>
Audited	Designed	Coached	Classified	<i>Pioneered</i>
Balanced	Developed	Counseled	Collected	<i>Reduced</i>
Budgeted	Directed	Demonstrated	Compiled	<i>Resolved</i>
Calculated	Established	Diagnosed	Dispatched	<i>Restored</i>
Developed	Fashioned	Educated	Generated	
Forecasted	<i>Founded</i>	Facilitated	Implemented	
Managed	Illustrated	Guided	Inspected	
Marketed	<i>Initiated</i>	Motivated	Monitored	
Planned	Instituted	Referred	Operated	
Projected	Integrated	Represented	Organized	
Researched	<i>Introduced</i>		Prepared	
	<i>Invented</i>		Processed	
	Performed		Purchased	
	Planned		Recorded	
	<i>Revitalized</i>		Retrieved	
	Shaped		Screened	
	<i>Transformed</i>		Specified	
			Systematized	
			Tabulated	