

# ACTION VERBS

## Accomplishment

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accelerated	improved	obtained	stream-lined
achieved	increased	reduced (problems)	succeeded
attained	initiated	resolved	unified
boosted	launched	revitalized	
founded	modified	spear-headed	

## Communication Skills

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addressed	illustrated	persuaded	sold
advertised	informed	prepared	solicited
arbitrated	interviewed	presented	spoke
co-authored	marketed	promoted	submitted
composed	mediated	publicized	translated
displayed	negotiated	recruited	wrote
edited	performed	reviewed	

## Computer Skills

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calculated	installed	modified	systematized
complied	maintained	processed	upgraded
de-bugged	modeled	programmed	wrote (code)

## Consulting Skills

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advised	judged	screened	tested
assessed	predicted	standardized	updated
audited	recommended	submitted	validated
estimated	reviewed	supplied	verified
inspected	scheduled	systematized	

## Creative Skills

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acted	designed	founded	originated
adapted	developed	illustrated	performed
began	directed	initiated	photographed
combined	displayed	instituted	planned
composed	drew	integrated	revised
conceptualized	entertained	introduced	revitalized
condensed	established	invented	shaped
created	fashioned	modeled	solved
customized	formulated	modified	

## Data/Financial Skills

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administered	balanced	developed	prepared
adjusted	budgeted	estimated	programmed
allocated	calculated	forecasted	projected
analyzed	computed	managed	reconciled
appraised	conserved	marketed	reduced
assessed	corrected	measured	researched
audited	determined	planned	retrieved

# ACTION VERBS *CONTINUED*

## Leadership Skills

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administered	developed	hosted	produced
appointed	eliminated	improved	reorganized
assigned	emphasized	incorporated	reviewed
authorized	enforced	increased	strengthened
chaired	enhanced	initiated	supervised
consolidated	established	merged	
controlled	executed	organized	
coordinated	generated	prioritized	

## Organizational Skills

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approved	contributed	organized	scheduled
arranged	executed	prepared	screened
catalogued	generated	processed	standardized
categorized	incorporated	purchased	submitted
charted	inspected	recorded	supplied
classified	maintained	registered	systematized
coded	monitored	reserved	updated
collected	obtained	responded	validated
compiled	operated	reviewed	verified
corresponded	ordered	routed	

## Project Management Skills

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budgeted	directed	organized	reconciled
chaired	headed	oversaw	scheduled
conducted	implemented	planned	selected
coordinated	managed	proposed	supervised
delegated	motivated	ran	

## Research Skills

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assembled	detected	explored	photographed
built	determined	fabricated	prepared
charted	developed	integrated	proved
classified	devised	interpreted	recorded
collected	diagnosed	interviewed	repaired
computed	disproved	investigated	sorted
correlated	dissected	mapped	summarized
created	engineered	measured	surveyed
defined	evaluated	monitored	tested
designed	examined	operated	

## Teaching Skills

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adapted	dramatized	informed	summarized
advised	encouraged	initiated	taught
clarified	evaluated	instructed	trained
coached	explained	lectured	tutored
counseled	facilitated	presented	
demonstrated	graded	set goals	
developed	guided	stimulated	

## Teamwork Skills

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assisted	facilitated	participated	shared
collaborated	familiarized	referred	supported
delivered	helped	served	