

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	

