# SKILL VERBS

## COMMUNICATION SKILLS

<table>
<thead>
<tr>
<th>Addressed</th>
<th>Consulted</th>
<th>Elicited</th>
<th>Involved</th>
<th>Planned</th>
<th>Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised</td>
<td>Contacted</td>
<td>Encouraged</td>
<td>Joined</td>
<td>Presented</td>
<td>Solicited</td>
</tr>
<tr>
<td>Arbitrated</td>
<td>Conveyed</td>
<td>Enlisted</td>
<td>Judged</td>
<td>Presided</td>
<td>Specified</td>
</tr>
<tr>
<td>Arranged</td>
<td>Convinced</td>
<td>Explained</td>
<td>Lectured</td>
<td>Promoted</td>
<td>Spoke</td>
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<tr>
<td>Articulated</td>
<td>Corresponded</td>
<td>Expresssed</td>
<td>Listened</td>
<td>Proposed</td>
<td>Suggested</td>
</tr>
<tr>
<td>Authored</td>
<td>Debated</td>
<td>Formulated</td>
<td>Marketed</td>
<td>Publicized</td>
<td>Summarized</td>
</tr>
<tr>
<td>Clarified</td>
<td>Defined</td>
<td>Furnished</td>
<td>Mediated</td>
<td>Recruited</td>
<td>Synthesized</td>
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<tr>
<td>Collaborated</td>
<td>Developed</td>
<td>Incorporated</td>
<td>Negotiated</td>
<td>Reconciled</td>
<td>Translated</td>
</tr>
<tr>
<td>Communicated</td>
<td>Directed</td>
<td>Influenced</td>
<td>Observed</td>
<td>Reinforced</td>
<td>Wrote</td>
</tr>
<tr>
<td>Composed</td>
<td>Disseminated</td>
<td>Interacted</td>
<td>Outlined</td>
<td>Reported</td>
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</tr>
<tr>
<td>Condensed</td>
<td>Discussed</td>
<td>Interpreted</td>
<td>Participated</td>
<td>Resolved</td>
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<td>Drafted</td>
<td>Interviewed</td>
<td>Perused</td>
<td>Responded</td>
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</tr>
<tr>
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<td>Edited</td>
<td>Introduced</td>
<td>Persuaded</td>
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## CREATIVE SKILLS

<table>
<thead>
<tr>
<th>Acted</th>
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<th>Revitalized</th>
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<td>Instituted</td>
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<td>Shaped</td>
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<td>Forecasted</td>
<td>Integrated</td>
<td>Piloted</td>
<td>Solved</td>
</tr>
<tr>
<td>Combined</td>
<td>Devised</td>
<td>Formulated</td>
<td>Introduced</td>
<td>Planned</td>
<td>Structured</td>
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<tr>
<td>Composed</td>
<td>Directed</td>
<td>Founded</td>
<td>Invented</td>
<td>Presented</td>
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<td>Illustrated</td>
<td>Launched</td>
<td>Proposed</td>
<td>Visualized</td>
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<tr>
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<td>Drew</td>
<td>Imagined</td>
<td>Modeled</td>
<td>Publicized</td>
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<td>Entertained</td>
<td>Improved</td>
<td>Originated</td>
<td>Revised</td>
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## DATA COLLECTION/FINANCE SKILLS

<table>
<thead>
<tr>
<th>Added</th>
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<th>Documented</th>
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<td>Measured</td>
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<td>Corrected</td>
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<td>Netted</td>
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<td>Planned</td>
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<td>Determined</td>
<td>Formulated</td>
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<tr>
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<td>Cashed</td>
<td>Determined</td>
<td>Invested</td>
<td>Programmed</td>
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<tr>
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<td>Compounded</td>
<td>Developed</td>
<td>Managed</td>
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## RESEARCH SKILLS

<table>
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<tr>
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<th>Formulated</th>
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<th>Solved</th>
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</thead>
<tbody>
<tr>
<td>Assessed</td>
<td>Critiqued</td>
<td>Evaluated</td>
<td>Gathered</td>
<td>Measured</td>
<td>Summarized</td>
</tr>
<tr>
<td>Clarified</td>
<td>Defined</td>
<td>Examined</td>
<td>Inspected</td>
<td>Organized</td>
<td>Surveyed</td>
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<tr>
<td>Collected</td>
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<td>Experimented</td>
<td>Interviewed</td>
<td>Reviewed</td>
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<tr>
<td>Compared</td>
<td>Determined</td>
<td>Explored</td>
<td>Invented</td>
<td>Reviewed</td>
<td>Tested</td>
</tr>
<tr>
<td>Compiled</td>
<td>Diagnosed</td>
<td>Extracted</td>
<td>Investigated</td>
<td>Searched</td>
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</tr>
</tbody>
</table>
### LEADERSHIP SKILLS
- Administered
- Assigned
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Coached
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Delegated
- Developed
- Directed
- Eliminated
- Encouraged
- Enforced
- Enhanced
- Established
- Evaluated
- Executed
- Expedited
- Formed
- Found
- Generated
- Governed
- Handled
- Headed
- Hired
- Hosted
- Implemented
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Maximized
- Merged
- Motivated
- Navigated
- Organized
- Originated
- Overhauled
- Oversaw
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Restored
- Reviewed
- Recruited
- Scheduled
- Secured
- Selected
- Staffed
- Streamlined
- Strengthened
- Supervised
- Trained

### ORGANIZATIONAL SKILLS
- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Collected
- Compiled
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded
- Reviewed
- Routed
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Systematized
- Updated
- Validated
- Verified

### PROBLEM SOLVING SKILLS
- Adjusted
- Analyzed
- Anticipated
- Changed
- Completed
- Converted
- Determined
- Diagnosed
- Discovered
- Doubled
- Eliminated
- Examined
- Executed
- Expanded
- Identified
- Planned
- Prepared
- Recommended
- Reconciled
- Reorganized
- Resolved
- Reviewed
- Selected
- Set up
- Simplified
- Solved
- Tested
- Verified
- Utilized

### TEACHING/MENTORING SKILLS
- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Counseled
- Critiqued
- Developed
- Empowered
- Edited
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Guided
- Individualized
- Informed
- Instilled
- Instructed
- Motivated
- Persuaded
- Reviewed
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted
- Tutored

### TECHNICAL SKILLS
- Adapted
- Applied
- Assembled
- Built
- Calculated
- Coded
- Computed
- Conserved
- Constructed
- Converted
- Debugged
- Designed
- Determined
- Developed
- Drafted
- Engineered
- Fabricated
- Fortified
- Inspected
- Installed
- Maintained
- Mapped
- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Tested
- Upgraded
- Utilized