### STRONG ACTION VERBS

#### COMMUNICATION/PEOPLE SKILLS
- Accounted
- Corresponded
- Marketed
- Addresses
- Counseled
- Mediated
- Advertised
- Debated
- Moderated
- Advised
- Defined
- Negotiated
- Arbitrated
- Demonstrated
- Observed
- Articulated
- Described
- Outlined
- Assisted
- Developed
- Participated
- Authorised
- Directed
- Persuaded
- Clarified
- Disciplined
- Presented
- Coached
- Incorporated
- Promoted
- Collaborated
- Influenced
- Proposed
- Communicated
- Interacted
- Publicized
- Composed
- Interpreted
- Reconciled
- Condensed
- Interviewed
- Recruited
- Confirmed
- Involved
- Referred
- Consulted
- Joined
- Reinforced
- Contacted
- Judged
- Reported
- Conveyed
- Lectured
- Resolved
- Convinced
- Listened
- Responded

#### MANAGEMENT/LEADERSHIP SKILLS
- Administered
- Established
- Originated
- Analyzed
- Executed
- Overhauled
- Appointed
- Generated
- Oversaw
- Approved
- Handled
- Planned
- Assigned
- Headed
- Presided
- Considered
- Incorporated
- Reorganized
- Consolidated
- Increased
- Replaced
- Contracted
- Initiated
- Restored
- Controlled
- Inspected
- Reviewed
- Converted
- Instituted
- Scheduled
- Coordinated
- Led
- Secured
- Decided
- Managed
- Selected
- Eliminated
- Merged
- Streamlined
- Emphasized
- Motivated
- Strengthened
- Enforced
- Navigated
- Supervised
- Enhanced
- Organized
- Terminated

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

#### HELPING SKILLS
- Adapted
- Expedited
- Acted
- Founded
- Accounted
- Corrected
- Reconciled
- Analyzed
- Invented
- Clarified
- Investigated
- Advocated
- Facilitated
- Adapted
- Illustrated
- Adjusted
- Developed
- Reduced
- Admitted
- Determined
- Collected
- Located
- Aided
- Familiarized
- Began
- Initiated
- Developed
- Created
- Specialized
- Answered
- Furthered
- Combined
- Instituted
- Allocated
- Entered
- Retrieved
- Arranged
- Guided
- Composed
- Integrated
- Analyzed
- Estimated
- Summarized
- Conducted
- Organized
- Assessed
- Helped
- Conceptualized
- Introduced
- Appraised
- Filed
- Tabulated
- Assisted
- Insured
- Condensed
- Invented
- Articulated
- Financial
- Transmitted
- Critiqued
- Researched
- Cared for
- Intervened
- Created
- Modeled
- Assessed
- Forecasted
- Typed
- Determined
- Search
- Clarified
- Motivated
- Customized
- Originated
- Audited
- Logged
- Diagnosed
- Solved
- Coached
- Prevented
- Designed
- Performed
- Authored
- Managed
- Conducted
- Organized
- Collaborated
- Provided
- Developed
- Photographed
- Balanced
- Marketed
- Experimenterd
- Systematized
- Contributed
- Referred
- Directed
- Planned
- Budgeted
- Measured
- Examined
- Surveyed
- Cooperated
- Rehabilitated
- Displayed
- Revised
- Calculated
- Netted
- Experimented
- Extracted
- Counseled
- Helped
- Drew
- Revitalized
- Chartered
- Planned
- Formulated
- Identified
- Encouraged
- Supported
- Formulated
- Conserved
- Published
- Reviewed
- Ensured
- Volunteered
- Consolidated
- Qualified
- Interviewed

#### CREATIVE SKILLS
- Adapted
- Developed
- Individualized
- Taught
- Adapted
- Built
- Designed
- Developed
- Operated
- Overhauled
- Applied
- Assembled
- Determined
- Printed
- Specialized
- Clarified
- Informed
- Installed
- Trained
- Tested
- Debugged
- Assembled
- Determined
- Printed
- Specialized
- Coached
- Encouraged
- Installed
- Motivated
- Transmitted
- Transmitted
- Coached
- Evaluated
- Instructed
- Motivated
- Transmitted
- Transmitted
- Communicated
- Explained
- Instructed
- Motivated
- Transmitted
- Transmitted
- Conducted
- Facilitated
- Persuaded
- Simulated
- Coached
- Evaluated
- Instructed
- Motivated
- Transmitted
- Transmitted
- Coordinated
- Focused
- Simulated
- Guided
- Stimulated
- Directed
- Focused
- Simulated
- Guided
- Stimulated

#### DATA/FINANCIAL SKILLS
- Accounted
- Corrected
- Reconciled
- Analyzed
- Invented
- Clarified
- Investigated
- Advocated
- Facilitated
- Adapted
- Illustrated
- Adjusted
- Developed
- Reduced
- Admitted
- Determined
- Collected
- Located
- Aided
- Familiarized
- Began
- Initiated
- Developed
- Created
- Specialized
- Answered
- Furthered
- Combined
- Instituted
- Allocated
- Entered
- Retrieved
- Arranged
- Guided
- Composed
- Integrated
- Analyzed
- Estimated
- Summarized
- Conducted
- Organized
- Assessed
- Helped
- Conceptualized
- Introduced
- Appraised
- Filed
- Tabulated
- Assisted
- Insured
- Condensed
- Invented
- Articulated
- Financial
- Transmitted
- Critiqued
- Researched
- Cared for
- Intervened
- Created
- Modeled
- Assessed
- Forecasted
- Typed
- Determined
- Search
- Clarified
- Motivated
- Customized
- Originated
- Audited
- Logged
- Diagnosed
- Solved
- Coached
- Prevented
- Designed
- Performed
- Authored
- Managed
- Conducted
- Organized
- Collaborated
- Provided
- Developed
- Photographed
- Balanced
- Marketed
- Experimenterd
- Systematized
- Contributed
- Referred
- Directed
- Planned
- Budgeted
- Measured
- Examined
- Surveyed
- Cooperated
- Rehabilitated
- Displayed
- Revised
- Calculated
- Netted
- Experimented
- Extracted
- Counseled
- Helped
- Drew
- Revitalized
- Chartered
- Planned
- Formulated
- Identified
- Encouraged
- Supported
- Formulated
- Conserved
- Published
- Reviewed
- Ensured
- Volunteered
- Consolidated
- Qualified
- Interviewed

#### RESEARCH SKILLS
- Accounted
- Corrected
- Reconciled
- Analyzed
- Invented
- Clarified
- Investigated
- Advocated
- Facilitated
- Adapted
- Illustrated
- Adjusted
- Developed
- Reduced
- Admitted
- Determined
- Collected
- Located
- Aided
- Familiarized
- Began
- Initiated
- Developed
- Created
- Specialized
- Answered
- Furthered
- Combined
- Instituted
- Allocated
- Entered
- Retrieved
- Arranged
- Guided
- Composed
- Integrated
- Analyzed
- Estimated
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- Invented
- Articulated
- Financial
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- Critiqued
- Researched
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- Motivated
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- Originated
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- Solved
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- Authored
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- Conducted
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- Collaborated
- Provided
- Developed
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- Contributed
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- Directed
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- Budgeted
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- Examined
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- Chartered
- Planned
- Formulated
- Identified
- Encouraged
- Supported
- Formulated
- Conserved
- Published
- Reviewed
- Ensured
- Volunteered
- Consolidated
- Qualified
- Interviewed

#### TEACHING SKILLS
- Adapted
- Developed
- Individualized
- Taught
- Adapted
- Built
- Designed
- Developed
- Operated
- Overhauled
- Applied
- Assembled
- Determined
- Printed
- Specialized
- Clarified
- Informed
- Installed
- Trained
- Tested
- Debugged
- Assembled
- Determined
- Printed
- Specialized
- Coached
- Encouraged
- Installed
- Motivated
- Transmitted
- Transmitted
- Communicated
- Explained
- Instructed
- Motivated
- Transmitted
- Transmitted
- Conducted
- Facilitated
- Persuaded
- Simulated
- Coached
- Evaluated
- Instructed
- Motivated
- Transmitted
- Transmitted
- Coordinated
- Focused
- Simulated
- Guided
- Stimulated

#### TECHNICAL SKILLS
- Adapted
- Developed
- Individualized
- Taught
- Adapted
- Built
- Designed
- Developed
- Operated
- Overhauled
- Applied
- Assembled
- Determined
- Printed
- Specialized
- Clarified
- Informed
- Installed
- Trained
- Tested
- Debugged
- Assembled
- Determined
- Printed
- Specialized
- Coached
- Encouraged
- Installed
- Motivated
- Transmitted
- Transmitted
- Communicated
- Explained
- Instructed
- Motivated
- Transmitted
- Transmitted
- Conducted
- Facilitated
- Persuaded
- Simulated
- Coached
- Evaluated
- Instructed
- Motivated
- Transmitted
- Transmitted
- Coordinated
- Focused
- Simulated
- Guided
- Stimulated