

# ACTION VERB LIST

## Technical Skills

Assemble  
Build  
Calculate  
Compute  
Design  
Devise  
Engineer  
Fabricate  
Maintain  
Operate  
Overhaul  
Program  
Remodel  
Repair  
Solve  
Upgrade

## Research Skills

Address  
Collaborate  
Collect  
Communicate  
Compare  
Compose  
Conclude  
Correspond  
Critique  
Demonstrate  
Diagnose  
Document  
Evaluate  
Examine  
Exhibit  
Explain  
Extract  
Identify  
Illustrate  
Inspect  
Interpret  
Interview  
Investigate  
Organize  
Perform  
Proofread  
Read  
Relate  
Relay  
Report  
Review  
Revise  
Summarize  
Survey

## Teaching Skills

Adapt  
Advice  
Clarify  
Coach  
Communicate  
Coordinate  
Demystify  
Develop  
Educate  
Enable  
Encourage  
Evaluate  
Explain  
Facilitate  
Guide  
Inform  
Instruct  
Persuade  
Set goals  
Stimulate  
Train

## Public Relations

Advertise  
Advocate  
Attend  
Coordinate  
Convince  
Deal  
Dispense  
Disseminate  
Distribute  
Fundraise  
Handle  
Influence  
Lobby  
Persuade  
Publicize  
Publish  
Recruit  
Seek  
Sell  
Target

## Clerical or Detail Skills

Approve  
Arrange  
Catalog  
Classify  
Collect  
Compile  
Dispatch  
Execute  
Implement  
Inspect  
Monitor  
Operate  
Organize  
Prepare  
Process  
Purchase  
Record  
Retrieve  
Screen  
Specify  
Systematize  
Tabulate  
Validate

## Creative Skills

Act  
Conceptualize  
Create  
Customize  
Design  
Develop  
Direct  
Draw  
Establish  
Fashion  
Illustrate  
Initiate  
Institute  
Integrate  
Introduce  
Invent  
Originate  
Perform  
Plan  
Revitalize  
Shape

## Management Skills

Accommodate  
Adapt  
Administer  
Analyze  
Assign  
Attain  
Bargain  
Chair  
Consolidate  
Contract  
Confer  
Confront  
Consult  
Converse  
Coordinate  
Delegate  
Develop  
Direct  
Encourage  
Evaluate  
Execute  
Familiarize  
Foster  
Fulfill  
Handle  
Implement  
Improve  
Increase  
Inform  
Intervene  
Listen  
Litigate  
Mediate  
Model  
Motivate  
Negotiate  
Organize  
Oversee  
Participate  
Plan  
Prioritize  
Produce  
Provide  
Recommend  
Resolve  
Review  
Schedule  
Strengthen  
Suggest  
Supervise

## Communication Skills

Address  
Arrange  
Author  
Clarify  
Collaborate  
Communicate  
Compare  
Compose  
Correspond  
Critique  
Demonstrate  
Develop  
Draft  
Dramatize  
Edit  
Enlist  
Entertain  
Exhibit  
Explain  
Express  
Formulate  
Illustrate  
Influence  
Interpret  
Interview  
Investigate  
Lecture  
Mediate  
Moderate  
Negotiate  
Perform  
Persuade  
Plan  
Present  
Promote  
Proofread  
Publicize  
Read  
Reconcile  
Recruit  
Relay  
Report  
Review  
Revise  
Speak  
Summarize  
Survey  
Translate  
Write

## Financial Skills

Administer  
Allocate  
Analyze  
Appraise  
Audit  
Balance  
Budget  
Calculate  
Compute  
Develop  
Forecast  
Manage  
Market  
Project  
Reconcile  
Research

## Helping Skills

Acclimate  
Answer  
Anticipate  
Assess  
Assist  
Assure  
Care  
Coach  
Collaborate  
Confer  
Consult  
Counsel  
Converse  
Develop  
Diagnose  
Encourage  
Expedite  
Foster  
Guide  
Inform  
Interact  
Intervene  
Listen  
Model  
Motivate  
Participate  
Provide  
Recommend  
Refer  
Rehabilitate  
Represent  
Resolve  
Share  
Suggest  
Understand