## SAMPLE ACTION VERBS LISTED BY FUNCTIONAL SKILL AREA

### COMMUNICATION
- Aided
- Advised
- Arbitrated
- Clarified
- Co-authored
- Collaborated
- Consulted
- Coordinated
- Counseled
- Defined
- Enlisted
- Formulated
- Influenced
- Informed
- Inspired
- Interpreted
- Interviewed
- Mediated
- Merged
- Negotiated
- Promoted
- Publicized
- Recommended
- Represented
- Resolved
- Suggested

### MANUAL SKILLS
- Planned
- Problem solved
- Shaped
- Synthesized
- Visualized
- Wrote

### DETAIL ORIENTED
- Analyzed
- Approved
- Arranged
- Classified
- Collated
- Compared
- Compiled
- Documented
- Enforced
- Followed through
- Met deadlines
- Prepared
- Processed
- Recorded
- Retrieved
- Set priorities
- Systemized
- Tabulated

### FINANCIAL
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Budgeted
- Calculated
- Computed
- Developed
- Evaluated
- Figured
- Maintained
- Managed
- Performed
- Planned
- Projected

### PROVIDING SERVICE
- Advised
- Attended
- Cared
- Coached
- Coordinated
- Counseled
- Delivered
- Demonstrated
- Explained
- Furnished
- Generated
- Inspected
- Installed
- Issued
- Mentored
- Provided
- Purchased
- Referred
- Repaired
- Submitted

### LEADERSHIP
- Administered
- Chaired
- Convinced
- Directed
- Examined
- Executed
- Expanded
- Facilitated
- Improved
- Initiated
- Managed
- Oversaw
- Produced
- Recommended
- Reviewed
- Supervised

### RESEARCH/INVESTIGATION
- Calculated
- Cataloged
- Collected
- Computed
- Conducted
- Correlated
- Critiqued
- Diagnosed
- Discovered
- Evaluated

### TECHNICAL
- Assembled
- Built
- Calculated
- Computed
- Designed
- Engineered
- Fabricated
- Maintained
- Operated
- Programmed
- Remodeled
- Repaired
- Solved

### ORGANIZING
- Achieved
- Assigned

### TEACHING SKILLS
- Adapted
- Advised
- Clarified
- Coached
- Developed
- Encouraged
- Evaluated
- Informed
- Inspired
- Motivated
- Participated
- Provided
- Represented
- Supported
- Taught
- Trained
- Verified