**Action Verbs**

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| **Communication and****People Skills**AddressedAdvertisedArbitratedArrangedArticulatedAuthoredClarifiedCollaboratedCommunicatedComposedCondensedConferredConsultedContactedConveyedConvincedCorrespondedDebatedDefinedDevelopedDirectedDiscussedDraftedEditedElicitedEnlistedExplainedExpressedFormulatedFurnishedIncorporatedInfluenced**I**nteractedInterpretedInterviewedInvolvedJoinedJudgedLecturedListenedMarketedMediatedModeratedNegotiatedObservedOutlinedParticipatedPersuadedPresented**P**romotedProposedPublicizedReconciledRecruitedReferredReinforcedReported | ResolvedRespondedSolicitedSpecifiedSpokeSuggestedSummarizedSynthesizedTranslatedWrote**Creative Skills**ActedAdaptedBeganCombinedComposedConceptualized.CondensedCreatedCustomizedDesignedDevelopedDirectedDisplayedDrewEntertainedEstablishedFashionedFormulatedFoundedIllustratedInitiatedInstitutedIntegratedIntroducedInventedModeledModifiedOriginatedPerformedPhotographedPlannedRevisedRevitalizedShapedSolved**Data/Financial Skills**AdministeredAdjustedAllocatedAnalyzedAppraisedAssessedAuditedBalancedBudgeted | CalculatedComputedConservedCorrectedDeterminedDevelopedEstimatedForecastedManagedMarketedMeasuredNettedPlannedPreparedProgrammedProjectedQualifiedReconciledReducedResearchedRetrieved**Helping Skills**AdaptedAdvocatedAidedAnsweredArrangedAssessedAssistedClarifiedCoachedCollaboratedContributedCooperatedCounseledDemonstratedDiagnosedEducatedEncouragedEnsuredExpeditedFacilitatedFamiliarizedFurtheredGuidedHelpedInsuredIntervenedMotivatedPreventedProvidedReferredRehabilitatedRepresentedResolvedSimplifiedSuppliedSupportedVolunteered | **Management and****Leadership Skills**AdministeredAnalyzedAppointedApprovedAssignedAttainedAuthorizedChairedConsideredConsolidatedContractedControlledConvertedCoordinatedDecidedDelegatedDevelopedDirectedEliminatedEmphasizedEnforcedEnhancedEstablishedExecutedGeneratedHandledHeadedHiredHostedImprovedIncorporatedIncreasedInitiatedInspectedInstitutedLedManagedMergedMotivatedNavigatedOrganizedOriginatedOverhauledOversawPlannedPresidedPrioritizedProducedRecommendedReorganizedReplacedRestoredReviewedScheduledSecuredSelectedStreamlinedStrengthenedSupervised |
| **Organizational Skills**ApprovedArrangedCataloguedCategorizedChartedClassifiedCodedCollectedCompiledCorrectedCorrespondedDistributedExecutedFiledGeneratedIncorporatedInspectedLoggedMaintainedMonitoredObtainedOperatedOrderedOrganizedPreparedProcessedProvidedPurchasedRecordedRegisteredReservedRespondedReviewedRoutedScheduledScreened#SubmittedSuppliedStandardizedSystematizedUpdatedValidatedVerified**Research Skills**AnalyzedClarifiedCollectedComparedConductedCritiquedDetected&DeterminedDiagnosedEvaluatedExaminedExperimentedExploredExtracted | FormulatedGatheredInspectedInterviewedInventedInvestigatedLocatedMeasuredOrganizedResearchedReviewedSearchedSolvedSummarizedSurveyedSystematizedTested&**Teaching Skills**AdaptedAdvisedClarifiedCoachedCommunicated,ConductedCoordinatedCritiquedDevelopedEnabledEncouragedEvaluatedExplainedFacilitatedFocusedGuided&IndividualizedInformedInstilledInstructedMotivatedPersuadedSimulatedStimulatedTaughtTested&TrainedTransmittedTutored**Technical Skills**AdaptedAppliedAssembledBuilt&CalculatedComputedConservedConstructedConvertedDebugged | DesignedDeterminedDevelopedEngineeredFabricatedFortifiedInstalledMaintainedOperatedOverhauledPrintedProgrammedRectifiedRegulatedRemodeledRepairedReplacedRestoredSolvedSpecializedStandardizedStudiedUpgraded |  |