

# Naming Your Skills

*Use this list of more than 200 verbs to describe your skills to an employer when creating your resume and cover letter. This list is just a starting point for the many possible verbs you can use.*

## Communication/People Skills:

Addressed	Contracted	Edited	Interviewed	Observed	Reinforced
Advertised	Conveyed	Elicited	Involved	Obtained	Reported
Arbitrated	Convinced	Enlisted	Joined	Outlined	Resolved
Arranged	Corresponded	Explained	Judged	Participated	Responded
Articulated	Created	Expressed	Led	Persuaded	Sold
Authored	Debated	Formulated	Lectured	Presented	Solicited
Clarified	Defined	Furnished	Listened	Promoted	Specified
Collaborated	Developed	Helped	Manipulated	Proposed	Spoke
Communicated	Directed	Identified	Marketed	Publicized	Suggested
Composed	Discussed	Incorporated	Mediated	Read	Summarized
Condensed	Dispatched	Influenced	Moderated	Reasoned	Synthesized
Conferred	Distinguished	Interacted	Motivated	Reconciled	Translated

## Creative Skills:

Abstracted	Customized	Established	Initiated	Modified	Revitalized
Acted	Designed	Explored	Innovated	Originated	Shaped
Adapted	Developed	Fashioned	Instituted	Painted	Shared
Began	Devised	Formulated	Integrated	Perceived	Set
Combined	Directed	Founded	Introduced	Performed	Solidified
Composed	Discriminated	Generated	Invented	Photographed	Solved
Conceptualized	Displayed	Illustrated	Launched	Planned	Synthesized
Condensed	Drew	Imagined	Memorized	Published	Visualized
Created	Entertained	Imported	Modeled	Revised	Wrote





### MANAGEMENT/LEADERSHIP SKILLS:

Accentuated	Controlled	Established	Increased	Oversaw	Restructured
Administered	Converted	Evaluated	Initiated	Performed	Reviewed
Advanced	Coordinated	Executed	Inspected	Planned	Salvaged
Analyzed	Cut	Expanded	Instituted	Presided	Saved
Appointed	Decided	Fine-Tuned	Led	Prioritized	Scheduled
Approved	Delegated	Generated	Managed	Produced	Secured
Assigned	Developed	Handled	Merged	Quadrupled	Selected
Attained	Directed	Headed	Moderated	Recommended	Streamlined
Chaired	Doubled	Hired	Motivated	Recovered	Strengthened
Considered	Eliminated	Hosted	Navigated	Recruited	Supervised

### Research Skills:

Analyzed	Critiqued	Examined	Indoctrinated	Observed	Scanned
Branded	Decided	Experimented	Inspected	Organized	Studied
Catalogued	Detected	Explored	Interpreted	Perceived	Solved
Clarified	Determined	Extracted	Interviewed	Published	Summarized
Collected	Diagnosed	Extrapolated	Invented	Recognized	Surveyed
Complied	Differentiated	Formulated	Investigated	Problems	Synthesized
Compared	Documented	Gathered	Linked	Researched	Systematized

### Data/Financial Skills:

Administrated	Audited	Corrected	Forecasted	Measured	Reconciled
Adjusted	Balanced	Decreased	Increased	Netted	Reduced
Allocated	Budgeted	Detailed	Speed	Planned	Researched
Analyzed	Calculated	Determined	Maintained	Prepared	Retrieved
Appraised	Computed	Developed	Accuracy	Programmed	Solved



### Helping Skills:

Adapted	Attended	Developed	Familiarized	Mentored	Represented
Adjusted	Cared	Sensitivity	Furthered	Motivated	Resolved
Advised	Clarified	Diagnosed	Guided	Perceived	Safeguarded
Advocated	Coached	Directed	Helped	Prevented	Serviced
Aided	Collaborated	Educated	Integrated	Provided	Simplified
Answered	Contributed	Encouraged	Insured	Referred	Spoke
Arranged	Cooperated	Ensured	Intervened	Rehabilitated	Supplied
Assessed	Counseled	Expedited	Led	Related	Supported
Assisted	Demonstrated	Facilitated	Listened	Rendered	Teamwork

### Organizational/Detail Skills:

Accomplished	Compared	Executed	Logged	Provided	Routed
Achieved	Complied	Facilitated	Maintained	Purchased	Scheduled
Approved	Completed	Filed	Met Deadlines	Recorded	Screened
Arranged	Configured	Followed	Monitored	Registered	Standardized
Catalogued	Corrected	Obtained	Reserved	Submitted	Prepared
Charted	Corresponded	Generated	Operated	Responded	Supplied
Classified	Dispatched	Implemented	Ordered	Retained	Systematized
Coded	Distributed	Incorporated	Organized	Retrieved	Tabulated

### Teaching Skills:

Adapted	Communicated	Empowered	Focused	Instructed	Simulated
Adopted	Conducted	Enabled	Guided	Invented	Stimulated
Advised	Coordinated	Encouraged	Individualized	Motivated	Taught
Benchmarked	Counseled	Enlightened	Influenced	Persuaded	Tested
Briefed	Critiqued	Evaluated	Informed	Schooled	Trained
Clarified	Decided	Explained	Initiated	Shaped	Transmitted
Coached	Developed	Facilitated	Instilled	Shared	Tutored





Career Development Center

Technical Skills:

Adapted	Computed	Determined	Maintained	Rectified	Restored
Applied	Conserved	Developed	Operated	Re-designed	Solved
Assembled	Constructed	Engineered	Overhauled	Re-engineered	Specialized
Automated	Converted	Fabricated	Printed	Regulated	Standardized
Built	Debugged	Fortified	Programmed	Remodeled	Studied
Calculated	Designed	Installed	Rebuilt	Repaired	Upgraded

Manual Skills:

Assembled	Built	Drove	Moved	Pulled	Skilled
Bound	Controlled	Fed	Operated	Punched	Tended
Bent	Drilled	Handled	Performed	Retooled	Worked



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