



Career Connection

The Ohio State University
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List of Action Verbs

Management/Leadership Skills

Administered
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Planned
Presided

prioritized
recommended
Reorganized
replaced
restored
reviewed
scheduled
secured
selected
streamlined
strengthened
supervised
terminated

Communication/ People skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained

expressed
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected

compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
applied
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
Developed

Engineered
Fabricated
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Focused
Guided
Individualized
Informed
Instilled
Instructed
Persuaded
Set goals
Simulated
Taught
Tested
Trained
Transmitted
Tutored

International Education Skills

Adaptable
Multi-tasking
Cultural sensitive
Broadened
Bilingual
Open
Flexible
Tolerant

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
Measured
planned
Prepared
programmed
projected
reconciled
reduced
researched
retrieved

Creative Skills

acted
adapted
composed
conceptualized
created
customized
designed
developed
directed
displayed
entertained
established
fashioned
formulated
founded
transformed

illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
shaped
solved

Helping Skills

advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
collaborated
contributed
counseled
demonstrated
diagnosed
encouraged
ensured
expedited
facilitated
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
represented
supplied
supported

Organizational/Detail Skills

arranged
catalogued
categorized
charted
classified
coded
collected
compiled
approved
corrected
distributed
filed
generated
implemented
incorporated
inspected
monitored
operated
ordered
organized
prepared
processed
registered
reviewed
routed
scheduled
set up
submitted
standardized
systematized
updated
validated

More Accomplishment Verbs

achieved
completed
exceeded
pioneered
resolved
restored
succeeded
surpassed