

## Quintessential Careers: Job-Seeker Action Verbs -- By Skills Sets



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### Communication/People Skills

Addressed	Advertised	Arbitrated	Arranged
Articulated	Authored	Clarified	Collaborated
Communicated	Composed	Condensed	Conferred
Consulted	Contacted	Conveyed	Convinced
Corresponded	Debated	Defined	Developed
Directed	Discussed	Drafted	Edited
Elicited	Enlisted	Explained	Expressed
Formulated	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	Referred	Reinforced
Reported	Resolved	Responded	Solicited
Specified	Spoke	Suggested	Summarized
Synthesized	Translated	Wrote	

### Creative Skills

Acted	Adapted	Began	Combined
Composed	Conceptualized	Condensed	Created

Customized	Designed	Developed	Directed
Displayed	Drew	Entertained	Established
Fashioned	Formulated	Founded	Illustrated
Initiated	Instituted	Integrated	Introduced
Invented	Modeled	Modified	Originated
Performed	Photographed	Planned	Revised
Revitalized	Shaped	Solved	

## Data/Financial Skills

Administered	Adjusted	Allocated	Analyzed
Appraised	Assessed	Audited	Balanced
Budgeted	Calculated	Computed	Conserved
Corrected	Determined	Developed	Estimated
Forecasted	Managed	Marketed	Measured
Netted	Planned	Prepared	Programmed
Projected	Qualified	Reconciled	Reduced
Researched	Retrieved		

## Helping Skills

Adapted	Advocated	Aided	Answered
Arranged	Assessed	Assisted	Clarified
Coached	Collaborated	Contributed	Cooperated
Counseled	Demonstrated	Diagnosed	Educated
Encouraged	Ensured	Expedited	Facilitated
Familiarized	Furthered	Guided	Helped
Insured	Intervened	Motivated	Prevented
Provided	Referred	Rehabilitated	Represented
Resolved	Simplified	Supplied	Supported
Volunteered			

## Management/Leadership Skills

Administered	Analyzed	Appointed	Approved
Assigned	Attained	Authorized	Chaired
Considered	Consolidated	Contracted	Controlled
Converted	Coordinated	Decided	Delegated
Developed	Directed	Eliminated	Emphasized
Enforced	Enhanced	Established	Executed
Generated	Handled	Headed	Hired
Hosted	Improved	Incorporated	Increased
Initiated	Inspected	Instituted	Led
Managed	Merged	Motivated	Navigated
Organized	Originated	Overhauled	Oversaw
Planned	Presided	Prioritized	Produced
Recommended	Reorganized	Replaced	Restored
Reviewed	Scheduled	Secured	Selected
Streamlined	Strengthened	Supervised	Terminated

## Organizational Skills

Approved	Arranged	Catalogued	Categorized
Charted	Classified	Coded	Collected
Compiled	Corrected	Corresponded	Distributed
Executed	Filed	Generated	Incorporated
Inspected	Logged	Maintained	Monitored
Obtained	Operated	Ordered	Organized
Prepared	Processed	Provided	Purchased
Recorded	Registered	Reserved	Responded
Reviewed	Routed	Scheduled	Screened
Submitted	Supplied	Standardized	Systematized
Updated	Validated	Verified	

## Research Skills

Analyzed	Clarified	Collected	Compared
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Conducted	Critiqued	Detected	Determined
Diagnosed	Evaluated	Examined	Experimented
Explored	Extracted	Formulated	Gathered
Inspected	Interviewed	Invented	Investigated
Located	Measured	Organized	Researched
Reviewed	Searched	Solved	Summarized
Surveyed	Systematized	Tested	

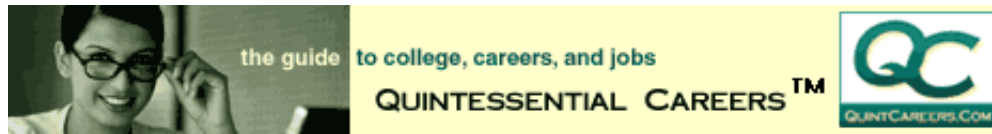
## Teaching Skills

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

## Technical Skills

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

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to our [Job-Seeker's Glossary of Job-Hunting Terms](http://www.quintcareers.com/job-seeker-glossary).



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