

# Skills, Qualities and Action Verbs

## Functional Skills

|                            |                             |                              |                              |
|----------------------------|-----------------------------|------------------------------|------------------------------|
| Administering programs     | Designing data systems      | Meeting the public           | Remembering information      |
| Advising people            | Dispensing information      | Monitoring others' progress  | Repairing mechanical devices |
| Analyzing data             | Displaying artistic ideas   | Motivating others            | Repeating same procedure     |
| Appraising services        | Distributing products       | Negotiating contracts        | Researching in library       |
| Arranging social functions | Dramatizing ideas           | Operating equipment          | Reviewing programs           |
| Assembling apparatus       | Editing publications        | Organizing people & tasks    | Running meetings             |
| Auditing financial records | Exhibiting plans            | Persuading others            | Selling products             |
| Budgeting expenses         | Expressing feelings         | Planning agendas             | Serving individuals          |
| Calculating numerical data | Finding information         | Planning group's needs       | Setting up demonstrations    |
| Checking for accuracy      | Handling complaints         | Politicking with others      | Sketching charts or diagrams |
| Classifying records        | Imagining new solutions     | Predicting futures           | Speaking in public           |
| Coaching individuals       | Initiating with the public  | Preparing materials          | Supervising others           |
| Collecting money           | Inspecting physical objects | Printing by hand             | Teaching classes             |
| Compiling statistics       | Interpreting languages      | Processing human interaction | Tolerating interruptions     |
| Conducting research        | Interviewing people         | Programming computers        | Updating files               |
| Confronting other people   | Inventing new ideas         | Promoting events             | Visualizing new formats      |
| Constructing buildings     | Investigating problems      | Protecting property          | Working long hours           |
| Coordinating events        | Listening to others         | Questioning others           | Working with precision       |
| Corresponding with others  | Locating lost information   | Reading volumes of material  | Writing clear reports        |
| Counseling people          | Managing an organization    | Recording scientific data    | Writing for publication      |
| Creating new ideas         | Measuring boundaries        | Recruiting people for hire   |                              |
| Deciding uses of money     | Mediating between people    | Rehabilitating people        |                              |
| Delegating responsibility  |                             |                              |                              |

(From [The Complete Job Search Handbook](#), Howard Figler. Holt, Rinehart & Winston.)

## Personal Qualities

|                     |                    |                           |                |
|---------------------|--------------------|---------------------------|----------------|
| Adventurous         | Diplomatic         | Loyal                     | Self-control   |
| Alert               | Easy-going         | Open-minded               | Self-reliant   |
| Assertive           | Emotionally stable | Optimistic                | Self-respect   |
| Astute              | Empathetic         | Orderly                   | Sense of humor |
| Aware               | Enthusiastic       | Patient                   | Sincere        |
| Calm                | Expressive         | Perform well under stress | Spontaneous    |
| Candid              | Firm               | Persistent                | Tactful        |
| Committed to growth | Flexible           | Playful                   | Tidy, neat     |
| Cooperative         | Generous           | Poised                    | Tolerant       |
| Courageous          | Good judgment      | Polite                    | Versatile      |
| Curious             | Hard working       | Punctual                  |                |
| Decisive            | Honesty            | Resourceful               |                |
| Detail oriented     | Initiative, drive  | Self-confident            |                |

# Action Verbs

*Use past tense for previous experiences or accomplishments, present tense for current positions.*

|                |               |              |              |               |
|----------------|---------------|--------------|--------------|---------------|
| accomplished   | confirmed     | facilitated  | monitored    | resolved      |
| achieved       | consolidated  | familiarized | motivated    | responded     |
| acted as/on    | constructed   | fielded      | negotiated   | restored      |
| adapted        | consulted     | finalized    | observed     | restructured  |
| addressed      | controlled    | financed     | obtained     | revamped      |
| adjusted       | converted     | forecasted   | operated     | reviewed      |
| administered   | convinced     | formalized   | orchestrated | revised       |
| advised        | coordinated   | formatted    | ordered      | revitalized   |
| advocated      | corrected     | formulated   | organized    | scheduled     |
| aided          | corresponded  | founded      | oriented     | screened      |
| allocated      | counseled     | furnished    | originated   | searched      |
| amended        | created       | gathered     | overhauled   | secured       |
| analyzed       | critiqued     | gauged       | oversaw      | selected      |
| applied        | cultivated    | generated    | participated | served (as)   |
| appraised      | customized    | guided       | performed    | set (up)      |
| approved       | dealt with    | headed       | persuaded    | settled       |
| arranged       | decided       | hired        | planned      | shortened     |
| ascertained    | decreased     | hosted       | polled       | simplified    |
| assembled      | defined       | identified   | predicted    | sold          |
| assessed       | delegated     | illustrated  | prepared     | solicited     |
| assigned       | delivered     | implemented  | presented    | solved        |
| assisted       | demonstrated  | improved     | preserved    | spearheaded   |
| attained       | described     | improvised   | presided     | specified     |
| attended       | designated    | incorporated | priced       | spoke         |
| audited        | designed      | increased    | prioritized  | standardized  |
| augmented      | determined    | influenced   | probed       | streamlined   |
| authorized     | developed     | informed     | processed    | strengthened  |
| balanced       | devised       | initiated    | produced     | studied       |
| bargained      | directed      | inspected    | programmed   | submitted     |
| benchmarked    | discovered    | installed    | projected    | substantiated |
| broadened      | displayed     | instituted   | promoted     | suggested     |
| budgeted       | disseminated  | instructed   | proofread    | summarized    |
| built          | distinguished | integrated   | proposed     | supervised    |
| calculated     | distributed   | interacted   | provided     | supplied      |
| canvassed      | documented    | interpreted  | publicized   | supported     |
| carried out    | drafted       | interviewed  | published    | surpassed     |
| catalogued     | edited        | introduced   | purchased    | surveyed      |
| centralized    | eliminated    | invented     | pursued      | synthesized   |
| chaired        | employed      | inventoried  | quantified   | systematized  |
| checked        | encouraged    | investigated | quoted       | tailored      |
| chose          | enforced      | involved     | raised       | targeted      |
| clarified      | engineered    | issued       | ranked       | taught        |
| classified     | enhanced      | launched     | rated        | team-taught   |
| coached        | enlisted      | lectured     | recommended  | tested        |
| collaborated   | ensured       | led          | reconciled   | trained       |
| collected      | established   | leveraged    | recorded     | transferred   |
| combined       | estimated     | lobbied      | recruited    | transformed   |
| communicated   | evaluated     | located      | redesigned   | translated    |
| compared       | examined      | maintained   | reduced      | transmitted   |
| compiled       | exceeded      | managed      | referred     | trimmed       |
| completed      | executed      | marketed     | refined      | tutored       |
| composed       | exercised     | maximized    | registered   | unified       |
| computed       | exhibited     | measured     | regulated    | updated       |
| conceived      | expanded      | mediated     | reorganized  | upgraded      |
| conceptualized | expedited     | minimized    | replaced     | validated     |
| concluded      | explained     | modeled      | reported     | verified      |
| condensed      | explored      | moderated    | represented  | wrote         |
| conducted      | extracted     | modified     | researched   |               |