The **bold words** are especially good for pointing out accomplishments.

### MANAGEMENT SKILLS

<table>
<thead>
<tr>
<th>administered</th>
<th>coordinated</th>
<th>increased</th>
<th>reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>analyzed</td>
<td>delegated</td>
<td>organized</td>
<td>scheduled</td>
</tr>
<tr>
<td>assigned</td>
<td>developed</td>
<td>oversaw</td>
<td>strengthened</td>
</tr>
<tr>
<td>attained</td>
<td>directed</td>
<td>planned</td>
<td>supervised</td>
</tr>
<tr>
<td>chaired</td>
<td>evaluated</td>
<td>prioritized</td>
<td></td>
</tr>
<tr>
<td>consolidated</td>
<td>executed</td>
<td>produced</td>
<td></td>
</tr>
<tr>
<td>contracted</td>
<td><strong>improved</strong></td>
<td>recommended</td>
<td></td>
</tr>
</tbody>
</table>

### COMMUNICATION SKILLS

<table>
<thead>
<tr>
<th>addressed</th>
<th>developed</th>
<th>interpreted</th>
<th>publicized</th>
</tr>
</thead>
<tbody>
<tr>
<td>arbitrated</td>
<td>directed</td>
<td>lectured</td>
<td>reconciled</td>
</tr>
<tr>
<td>arranged</td>
<td>drafted</td>
<td>mediated</td>
<td>recruited</td>
</tr>
<tr>
<td>authored</td>
<td>edited</td>
<td>moderated</td>
<td>spoke</td>
</tr>
<tr>
<td>collaborated</td>
<td>enlisted</td>
<td>negotiated</td>
<td>translated</td>
</tr>
<tr>
<td><strong>convinced</strong></td>
<td>formulated</td>
<td>persuaded</td>
<td>wrote</td>
</tr>
<tr>
<td>corresponded</td>
<td>influenced</td>
<td>promoted</td>
<td></td>
</tr>
</tbody>
</table>

### RESEARCH SKILLS

<table>
<thead>
<tr>
<th>clarified</th>
<th>examined</th>
<th>interviewed</th>
<th>surveyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>collected</td>
<td>extracted</td>
<td>investigated</td>
<td>systematized</td>
</tr>
<tr>
<td>critiqued</td>
<td>identified</td>
<td>organized</td>
<td></td>
</tr>
<tr>
<td>diagnosed</td>
<td>inspected</td>
<td>reviewed</td>
<td></td>
</tr>
<tr>
<td>evaluated</td>
<td>interpreted</td>
<td>summarized</td>
<td></td>
</tr>
</tbody>
</table>

### TECHNICAL SKILLS

<table>
<thead>
<tr>
<th>assembled</th>
<th>designed</th>
<th>maintained</th>
<th>remodeled</th>
</tr>
</thead>
<tbody>
<tr>
<td>built</td>
<td>devised</td>
<td>operated</td>
<td>repaired</td>
</tr>
<tr>
<td>calculated</td>
<td>engineered</td>
<td>overhauled</td>
<td>solved</td>
</tr>
<tr>
<td>computed</td>
<td>fabricated</td>
<td>programmed</td>
<td>upgraded</td>
</tr>
</tbody>
</table>
### Teaching Skills
- adapted
- advised
- clarified
- coached
- communicated
- coordinated
devolved
evaluated
instructed
demystified
explained
facilitated
persuaded
devolved
guided
stretched
encouraged
informed
trained

### Financial Skills
- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marked
- planned
- projected
- researched

### Creative Skills
- acted
- conceptualized
- created
- customized
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- initiated
- instituted
- introduced
- invented
- originated
- performed
- planned
- researched
- revitalized
- shaped
- marked

### Helping Skills
- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated
- represented

### Clerical or Detail Skills
- approved
- arranged
- catalogued
- classified
- collected
- complied
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systematized
- tabulated
- validated

### More Verbs for Accomplishments
- achieved
- expanded
- transformed
- improved
- pioneered
- reduced (losses)
- resolved (problems)
- restored
- spearheaded

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The Office of Career Services does not endorse this information as a full example of possibilities. Additional research will assist you in making your career decisions.