

Skill Categories and Related Action Verbs

SUPERVISORY: managed, fired, hired, supervised, coordinated, contacted, reviewed, produced, scheduled, developed, planned, delegated, negotiated, mediated

TEACHING: instructed, encouraged, clarified, trained, explained, coordinated, stimulated, influenced, enabled, facilitated, demonstrated, coached, lectured

FINANCIAL: administered, tabulated, researched, computed, analyzed, budgeted, calculated, disbursed, recorded

MECHANICAL: fixed, assembled, operated, controlled, set-up, drilled, cut, built, repaired

RESEARCH: collated, investigated, gathered, surveyed, collected, tallied, measured

WRITING: edited, published, composed, wrote, designed, created, developed, communicated

HUMAN RELATIONS: motivated, counseled, advised, conducted, led, assisted, interviewed

ORGANIZATIONAL: administered, conducted, coordinated, established, set-up, organized, formulated

SALES/COMMUNICATIONS: convinced, enlisted, negotiated, promoted, recruited, persuaded, articulated, conceived, described, exerted, expressed, summarized, sold

TECHNICAL: assembled, devised, engineered, fabricated, maintained, operated, programmed, repaired, solved

MANAGEMENT: coordinated, delegated, directed, evaluated, executed, organized, oversaw, planned, scheduled, supervised