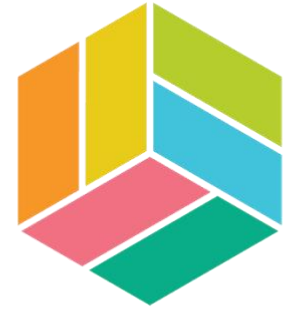


Skill Action Verbs



Improve how you talk about your skills
CPS | 2021

Analytical

- analyzed
- ascertained
- assessed
- compared
- computed
- conceptualized
- concluded
- confirmed
- critiqued
- deciphered
- deliberated
- determined
- devised
- diagnosed
- estimated
- evaluated
- examined
- forecasted
- formulated
- integrated
- investigated
- justified
- measured
- negotiated
- prescribed
- prioritized
- projected
- questioned
- rated
- recommended
- researched
- scrutinized
- studied
- substantiated
- synthesized
- validated
- verified

Communication

- addressed
- apprised
- arbitrated
- attested
- authored
- clarified
- communicated
- composed
- convinced
- corresponded
- drafted
- edited
- explained
- informed
- interpreted
- lectured
- marketed
- persuaded
- presented
- promoted
- publicized
- queried
- reported
- spoke
- summarized
- translated
- wrote

- produced
- shaped
- visualized

Flexibility

- accommodated
- adapted
- adjusted
- altered
- amended
- balanced
- converted
- grew
- improvised
- tailored

Initiative

- accelerated
- accomplished
- achieved
- acquired
- advanced
- bolstered
- boosted
- built
- coordinated
- created
- dedicated
- demonstrated
- enriched
- established
- expanded
- expedited
- implemented
- improved
- increased
- initiated

Creativity

- brainstormed
- constructed
- designed
- engineered
- envisioned
- fabricated
- illustrated

Adapted from: Michigan State University. (2021). *4-H Career Education Handout: Action Verbs*. 4-H Youth Development. <https://www.canr.msu.edu/uploads/236/66844/ActionVerbsHandout.pdf>

- innovated
- inspired
- introduced
- launched
- minimized
- mobilized
- modernized
- modified
- multiplied
- overhauled
- pioneered
- revamped
- revised
- spearheaded
- stimulated
- suggested
- updated
- upgraded

Leadership

- administered
- advised
- allocated
- allowed
- appointed
- approved
- assigned
- authorized
- chaired
- coached
- delegated
- designated
- directed
- educated
- elicited
- employed
- empowered
- enabled
- encouraged
- endorsed
- enhanced
- facilitated
- fostered
- founded
- guided
- hired
- influenced
- instructed
- interviewed

- judged
- led
- moderated
- monitored
- motivated
- officiated
- recruited
- sanctioned
- supervised
- trained

Organization

- arranged
- assembled
- budgeted
- calculated
- catalogued
- centralized
- charted
- classified
- collected
- compiled
- consolidated
- correlated
- indexed
- linked
- orchestrated
- organized
- oriented
- planned
- processed
- purchased
- recorded
- regulated
- scheduled
- systematized
- tabulated

Problem Solving

- aided
- alleviated
- ameliorated
- augmented
- counseled
- customized
- debugged
- eased
- elevated

- enlarged
- extended
- extracted
- finalized
- fulfilled
- generated
- identified
- interceded
- invented
- lightened
- polished
- procured
- reconciled
- rectified
- reduced
- refined
- reformed
- rehabilitated
- reinforced
- rejuvenated
- relieved
- remedied
- remodeled
- repaired
- restored
- retrieved
- revitalized
- revived
- settled
- solicited
- solved
- streamlined
- strengthened
- supplemented
- transformed

Teamwork

- assisted
- collaborated
- contributed
- cooperated
- mediated
- participated
- partnered

Other

- acted
- activated
- added

- admitted
- apportioned
- appraised
- approximated
- attained
- audited
- certified
- commissioned
- committed
- consented
- contracted
- competent
- dispersed
- dispatched
- displayed
- enlisted
- excelled
- executed
- exercised
- familiarized
- figured
- guaranteed
- headed up
- indicated
- instituted
- involved
- issued
- knowledge of
- licensed
- maintained
- met with
- operated
- performed
- prepared
- proficient
- programmed
- realized
- related
- reserved
- responsible for
- reviewed
- satisfied
- screened
- secured
- served
- served as
- served on
set
- skilled
- smoothed
- sought
- specified
- submitted
- surveyed
- sustained
- traced
- transacted
- transmitted
- value

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