

ACTION WORDS Listed By Functional Skills

| COMMUNICATION | | | | | | |
|----------------------|--------------|-----------|------------|-------------|-------------|------------|
| Addressed | Collaborated | Counseled | Edited | Interpreted | Persuaded | Resolved |
| Arbitrated | Consulted | Developed | Formulated | Mediated | Promoted | Translated |
| Arranged | Convinced | Directed | Influenced | Negotiated | Recommended | Wrote |

| CREATIVE | | | | | | |
|-----------------|----------------|-----------|-------------|-------------|-----------|----------------|
| Acted | Conceptualized | Designed | Established | Illustrated | Painted | Problem Solved |
| Adapted | Created | Developed | Fashioned | Initiated | Performed | Revitalized |
| Composed | Customized | Directed | Generated | Introduced | Planned | Visualized |

| DETAIL ORIENTED | | | | | | |
|------------------------|------------|------------|------------------|-----------|----------------|--|
| Analyzed | Classified | Compiled | Followed Through | Processed | Set Priorities | |
| Approved | Collated | Documented | Met Deadlines | Recorded | Systemized | |
| Arranged | Compared | Enforced | Prepared | Retrieved | Tabulated | |

| FINANCIAL | | | | | | |
|------------------|-----------|----------|------------|------------|---------|------------|
| Administered | Analyzed | Audited | Budgeted | Computed | Managed | Projected |
| Allocated | Appraised | Balanced | Calculated | Forecasted | Planned | Researched |

| LEADERSHIP | | | | | | |
|-------------------|-----------|-----------|----------|-------------|-----------|--------------|
| Administered | Convinced | Directed | Examined | Facilitated | Initiated | Strengthened |
| Chaired | Delegated | Developed | Expanded | Improved | Managed | Supervised |

| MANUAL SKILLS | | | | | | |
|----------------------|-------------|------------|-----------|------------|-----------|----------|
| Arranged | Built | Controlled | Developed | Installed | Monitored | Repaired |
| Assembled | Checked | Cut | Drove | Invented | Prepared | Tested |
| Bound | Constructed | Designed | Handled | Maintained | Operated | |

| ORGANIZING | | | | | | |
|-------------------|-------------|-----------|-------------|------------|-----------|-------------|
| Achieved | Controlled | Decided | Developed | Evaluated | Organized | Prioritized |
| Assigned | Coordinated | Delegated | Established | Negotiated | Planned | Reported |

| RESEARCH / INVESTIGATION | | | | | | |
|---------------------------------|------------|------------|--------------|------------|--------------|----------|
| Calculated | Conducted | Diagnosed | Experimented | Gathered | Investigated | Reviewed |
| Collected | Correlated | Discovered | Extrapolated | Identified | Monitored | Surveyed |
| Computed | Critiqued | Examined | Evaluated | Inspected | Proved | Tested |

| SERVICE | | | | | | |
|----------------|-----------|--------------|-----------|-----------|-----------|----------|
| Advised | Cared | Demonstrated | Furnished | Inspected | Mentored | Referred |
| Attended | Counseled | Explained | Generated | Issued | Delivered | Provided |

| TECHNICAL | | | | | | |
|------------------|------------|------------|------------|------------|-----------|--------|
| Assembled | Calculated | Designed | Fabricated | Operated | Remodeled | Solved |
| Built | Computed | Engineered | Maintained | Programmed | Repaired | |

| TEACHING SKILLS | | | | | | |
|------------------------|--------------|------------|-----------|------------|------------|-----------|
| Adapted | Coached | Developed | Evaluated | Inspired | Persuaded | Supported |
| Advised | Communicated | Enabled | Guided | Instructed | Set Goals | Taught |
| Clarified | Coordinated | Encouraged | Informed | Motivated | Stimulated | Trained |