

Action Verbs

Words to Describe Personality Traits

Accurate	Diplomatic	Motivated
Adaptable	Disciplined	Organized
Adept	Discreet	Persistent
Assertive	Eager	Persuasive
Broad-minded	Effective	Pleasant
Capable	Efficient	Positive
Competent	Energetic	Productive
Competitive	Experienced	Professional
Confident	Enterprising	Proficient
Conscientious	Flexible	Reliable
Consistent	Goal-Oriented	Resourceful
Creative	Honest	Responsible
Dependable	Innovative	Self-managing
Descriptive	Instrumental	Successful
Detail-oriented	Intelligent	Tactful
Determined	Logical	Trustworthy

Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Reviewed
Scheduled
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Reconciled
Spoke
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Assembled
Built
Calculated
Computed
Configured
Designed
Devised
Engineered
Fabricated
Installed
Maintained
Operated
Overhauled
Performed
Troubleshooting
Programmed
Remodeled
Repaired
Solved

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Trained

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Guided
Motivated
Referred
Rehabilitated
Represented

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Institute
Integrated
Invented
Originated
Performed
Planned
Revitalized

More Verbs

Achieved
Expanded
Improved
Pioneered
Reduced
Introduced
