

Management skills

| | | |
|--------------|-----------|--------------|
| administered | developed | prioritized |
| analyzed | directed | produced |
| assigned | evaluated | recommended |
| attained | executed | reviewed |
| chaired | improved | scheduled |
| contracted | increased | strengthened |
| consolidated | organized | supervised |
| coordinated | oversaw | |
| delegated | planned | |

Communication skills

| | | |
|--------------|-------------|------------|
| addressed | enlisted | persuaded |
| arbitrated | formulated | promoted |
| arranged | influenced | publicized |
| authored | interpreted | reconciled |
| corresponded | lectured | recruited |
| developed | mediated | spoke |
| directed | moderated | translated |
| drafted | motivated | wrote |
| edited | negotiated | |

Clerical or detailed skills

| | | |
|------------|-------------|--------------|
| approved | implemented | purchased |
| arranged | inspected | recorded |
| catalogued | monitored | retrieved |
| classified | operated | screened |
| collected | organized | specified |
| compiled | prepared | systematized |
| dispatched | organized | tabulated |
| executed | prepared | validated |
| generated | processed | |

Research skills

| | | |
|-----------|--------------|--------------|
| clarified | inspected | organized |
| collected | extracted | interpreted |
| critiqued | identified | reviewed |
| diagnosed | interpreted | summarized |
| evaluated | interviewed | surveyed |
| examined | investigated | systematized |

Technical skills

| | | |
|------------|------------|-----------|
| assembled | engineered | remodeled |
| built | fabricated | repair |
| calculated | maintained | solved |
| computed | operated | trained |
| designed | overhauled | upgraded |
| devised | programmed | |

Teaching skills

| | | |
|--------------|-------------|------------|
| adapted | enabled | initiated |
| advised | encouraged | instructed |
| clarified | evaluated | persuaded |
| coached | explained | set goals |
| communicated | facilitated | stimulated |
| coordinated | guided | |
| developed | informed | |

Financial skills

| | | |
|--------------|------------|------------|
| administered | budgeted | marketed |
| allocated | calculated | planned |
| analyzed | computed | projected |
| appraised | developed | researched |
| audited | forecasted | |
| balanced | managed | |

Creative skills

| | | |
|----------------|-------------|-------------|
| acted | established | introduced |
| conceptualized | fashioned | invented |
| created | founded | originated |
| designed | illustrated | performed |
| developed | instituted | planned |
| directed | integrated | revitalized |

Helping skills

| | | |
|-----------|--------------|---------------|
| assessed | demonstrated | familiarized |
| assisted | diagnosed | guided |
| clarified | educated | referred |
| coached | expedited | rehabilitated |
| counseled | facilitated | represented |