



## Skills, Qualities, and Action Verbs

### Functional Skills

Administering programs	Designing data systems	Meeting the public	Remembering information
Advising people	Dispensing information	Monitoring others' progress	Repairing mechanical devices
Analyzing data	Displaying artistic ideas	Motivating others	Repeating same procedure
Appraising services	Distributing products	Negotiating contracts	Researching in library
Arranging social functions	Dramatizing ideas	Operating equipment	Reviewing programs
Assembling apparatus	Editing publications	Organizing people & tasks	Running meetings
Auditing financial records	Exhibiting plans	Persuading others	Selling products
Budgeting expenses	Expressing feelings	Planning agendas	Serving individuals
Calculating numerical data	Finding information	Planning group's needs	Setting up demonstrations
Checking for accuracy	Handling complaints	Politicking with others	Sketching charts or diagrams
Classifying records	Imagining new solutions	Predicting futures	Speaking in public
Coaching individuals	Initiating with the public	Preparing materials	Supervising others
Collecting money	Inspecting physical objects	Printing by hand	Teaching classes
Compiling statistics	Interpreting languages	Processing human interaction	Tolerating interruptions
Conducting research	Interviewing people	Programming computers	Updating files
Confronting other people	Inventing new ideas	Promoting events	Visualizing new formats
Constructing buildings	Investigating problems	Protecting property	Working long hours
Coordinating events	Listening to others	Questioning others	Working with precision
Corresponding with others	Locating lost information	Reading volumes of material	Writing clear reports
Counseling people	Managing an organization	Recording scientific data	Writing for publication
Creating new ideas	Measuring boundaries	Recruiting people for hire	
Deciding uses of money	Mediating between people	Rehabilitating people	
Delegating responsibility			

(From [The Complete Job Search Handbook](#). Howard Figler. Holt, Rinehart & Winston.)

### Personal Qualities

Adventurous	Diplomatic	Loyal	Self-control
Alert	Easy-going	Open-minded	Self-reliant
Assertive	Emotionally stable	Optimistic	Self-respect
Astute	Empathetic	Orderly	Sense of humor
Aware	Enthusiastic	Patient	Sincere
Calm	Expressive	Perform well under stress	Spontaneous
Candid	Firm	Persistent	Tactful
Committed to growth	Flexible	Playful	Tidy, neat
Cooperative	Generous	Poised	Tolerant
Courageous	Good judgment	Polite	Versatile
Curious	Hard working	Punctual	
Decisive	Honesty	Resourceful	
Detail oriented	Initiative, drive	Self-confident	

## Action Verbs

*Use past tense for previous experiences or accomplishments, present tense for current positions.*

accomplished	confirmed	facilitated	monitored	resolved
achieved	consolidated	familiarized	motivated	responded
acted as/on	constructed	fielded	negotiated	restored
adapted	consulted	finalized	observed	restructured
addressed	controlled	financed	obtained	revamped
adjusted	converted	forecasted	operated	reviewed
administered	convinced	formalized	orchestrated	revised
advised	coordinated	formatted	ordered	revitalized
advocated	corrected	formulated	organized	scheduled
aided	corresponded	founded	oriented	screened
allocated	counseled	furnished	originated	searched
amended	created	gathered	overhauled	secured
analyzed	critiqued	gauged	oversaw	selected
applied	cultivated	generated	participated	served (as)
appraised	customized	guided	performed	set (up)
approved	dealt with	headed	persuaded	settled
arranged	decided	hired	planned	shortened
ascertained	decreased	hosted	polled	simplified
assembled	defined	identified	predicted	sold
assessed	delegated	illustrated	prepared	solicited
assigned	delivered	implemented	presented	solved
assisted	demonstrated	improved	preserved	spearheaded
attained	described	improvised	presided	specified
attended	designed	incorporated	priced	spoke
audited	determined	increased	prioritized	standardized
augmented	developed	influenced	probed	streamlined
authorized	devised	informed	processed	strengthened
balanced	directed	initiated	produced	studied
bargained	discovered	inspected	programmed	submitted
benchmarked	displayed	installed	projected	substantiated
broadened	disseminated	instituted	promoted	suggested
budgeted	distinguished	instructed	proofread	summarized
built	distributed	integrated	proposed	supervised
calculated	documented	interacted	provided	supplied
canvassed	drafted	interpreted	publicized	supported
carried out	edited	interviewed	published	surpassed
catalogued	eliminated	introduced	purchased	surveyed
centralized	employed	invented	pursued	synthesized
chaired	encouraged	inventoried	quantified	systematized
checked	enforced	investigated	quoted	tailored
chose	engineered	involved	raised	targeted
clarified	enhanced	issued	ranked	taught
classified	enlisted	launched	rated	team-taught
coached	ensured	lectured	recommended	tested
collaborated	established	led	reconciled	trained
collected	estimated	leveraged	recorded	transferred
combined	evaluated	lobbied	recruited	transformed
communicated	examined	located	redesigned	translated
compared	exceeded	maintained	reduced	transmitted
compiled	executed	managed	referred	trimmed
completed	exercised	marketed	refined	tutored
composed	exhibited	maximized	registered	unified
computed	expanded	measured	regulated	updated
conceived	expedited	mediated	reorganized	upgraded
conceptualized	explained	minimized	replaced	validated
concluded	explored	modeled	reported	verified
condensed	extracted	moderated	represented	wrote
conducted		modified	researched	