



**OTTERBEIN
UNIVERSITY**

CENTER FOR CAREER &
PROFESSIONAL DEVELOPMENT

Action Verbs

Management/ Leadership Skills	Achieved, administered, appointed, approved, assigned, attained, authorized, considered, consolidated, contracted, controlled, converted, coordinated, decided, delegated, developed, directed, eliminated, emphasized, enforced, enhanced, established, executed, exceeded, handled, headed, hired, hosted, improved, incorporated, increased, initiated, inspected, instituted, led, managed, merged, motivated, organized, originated, overhauled, pioneered, planned, prioritized, recommended, reorganized, replaced, resolved, restored, reviewed, scheduled, secured, selected, streamlined, strengthened, supervised, terminated
Communication Skills	Addressed, advertised, arranged, articulated, authored, clarified, collaborated, communicated, condensed, conferred, consulted, contacted, conveyed, convinced, corresponded, debated, defined, described, developed, directed, discussed, drafted, edited, elicited, enlisted, explained, expressed, furnished, incorporated, influenced, interacted, interpreted, interviewed, involved, joined, judged, lectured, listened, marketed, negotiated, observed, outlined, participated, persuaded, presented, promoted, proposed, publicized, reconciled, recruited, reinforced, reported, resolved, responded, solicited, spoke, suggested, summarized, synthesized, translated, wrote
Research Skills	Analyzed, clarified, collected, compared, conducted, critiqued, detected, determined, diagnosed, evaluated, examined, experimented, explored, extracted, formulated, gathered, identified, inspected, interpreted, interviewed, invented, investigated, located, measured, organized, researched, reviewed, searched, solved, summarized, surveyed, systematized, tested
Technical Skills	Adapted, applied, assembled, built, calculated, computed, conserved, constructed, converted, debugged, designed, administered, installed, maintained, operated, overhauled, printed, programmed, regulated, remolded, repaired, replaced, restored, solved, specialized, standardized, studied, upgraded, utilized
Teaching Skills	Adapted, administered, adjusted, allocated, analyzed, appraised, assessed, audited, advised, balanced, calculated, computed, conserved, corrected, clarified, coached, communicated, conducted, coordinated, critiqued, determined, developed, enabled, estimated, evaluated, explained, facilitated, focused, individualized, informed, instilled, instructed, measured, motivated, planned, persuaded, prepared, programmed, projected, reconciled, reduced, researched, set goals, simulated, trained, tutored, taught, transmitted
Creative Skills	Acted, composed, conceptualized, condensed, created, customized, designed, developed, directed, displayed, drew, entertained, established, fashioned, formulated, illustrated, initiated, instituted, integrated, introduced, invented, modeled, modified, originated, performed, photographed, planned, revised, shaped, solved, transformed
Helping Skills	Advocated, aided, answered, arranged, assessed, assisted, cared for, clarified, collaborated, contributed, counseled, demonstrated, diagnosed, encouraged, expedited, facilitated, familiarized, furthered, guided, helped, insured, motivated, prevented, provided, referred, rehabilitated, represented
Organizational/ Detail Skills	Arranged, approved, catalogued, categorized, charted, classified, coded, collected, completed, compiled, corrected, distributed, filed, generated, implemented, incorporated, inspected, monitored, operated, ordered, organized, prepared, processed, registered, restored, reviewed, routed, scheduled, submitted, systematized, updated, validated, verified