<table>
<thead>
<tr>
<th>Management/Leadership Skills</th>
<th>Communication/People Skills</th>
<th>Technical Skills</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>analyzed</td>
<td>presided</td>
<td>assembled</td>
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<tr>
<td>appointed</td>
<td>prioritized</td>
<td>built</td>
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<td>produced</td>
<td>calculated</td>
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<tr>
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<td>recommended</td>
<td>computed</td>
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<tr>
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<tr>
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<tr>
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<td>converted</td>
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<tr>
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<td>debugged</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
<td>organized</td>
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</tr>
<tr>
<td>originated</td>
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<tr>
<td>overhauled</td>
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<td></td>
</tr>
<tr>
<td>oversaw</td>
<td></td>
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</tr>
</tbody>
</table>

**Research Skills**

|                                | analyzed | clarified | detected |
|                                | collected | compared | determined |
|                                | conducted |           | diagnosed  |
|                                | critiqued |           | evaluated  |
|                                |          |           | examined   |
|                                |          |           | experimented|
|                                |          |           | explored   |
|                                |          |           | formulated |
|                                |          |           | invented   |
|                                |          |           | interpreted|
|                                |          |           | involved   |
|                                |          |           | joined     |
|                                |          |           | judged     |
|                                |          |           | lectured   |
|                                |          |           | listened   |
|                                |          |           | marketed   |
|                                |          |           | mediated   |
|                                |          |           | moderated  |
|                                |          |           | negotiated |
|                                |          |           | observed   |
|                                |          |           | outlined   |
|                                |          |           | participated|
|                                |          |           | persuaded  |
|                                |          |           | presented  |
|                                |          |           | promoted   |
|                                |          |           | proposed   |
|                                |          |           | publicized |
|                                |          |           | reconciled |
|                                |          |           | recruited  |
|                                |          |           | referred   |
|                                |          |           | reinforced |
|                                |          |           | reported   |
|                                |          |           | resolved   |
|                                |          |           | responded  |
|                                |          |           | solicited  |
|                                |          |           | specified  |
|                                |          |           | spoke      |
|                                |          |           | suggested  |
|                                |          |           | summarized |
|                                |          |           | synthesized|
|                                |          |           | translated |
|                                |          |           | wrote      |

**Technical Skills**

<table>
<thead>
<tr>
<th></th>
<th>adapted</th>
<th>assembled</th>
<th>built</th>
<th>calculated</th>
<th>computed</th>
<th>conserved</th>
<th>constructed</th>
<th>converted</th>
<th>debugged</th>
<th>developed</th>
<th>engineered</th>
<th>fabricated</th>
<th>fortified</th>
<th>installed</th>
<th>maintained</th>
<th>operated</th>
</tr>
</thead>
</table>
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

**Teaching Skills**
adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focussed
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

**Financial/ Data Skills**
administered
adjusted
allocated
analyzed

**Teaching Skills**
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

**Creative Skills**
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned

**Helping Skills**
revised
revitalized
shaped
solved

**Helping Skills**
adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counselled
demonstrated
diagnosed
educated
encouraged
enforced
expedited
familiarized
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

**Organization/Detail Skills**
approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

**More verbs for Accomplishments**
achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won