

## VERBS DESCRIBING SKILLS

accomplished	constructed	established	judged	produced	set
achieved	contracted	estimated	launched	programmed	sewed
acted	contrasted	evaluated	led	projected	shaped
adapted	controlled	examined	learned	promoted	shared
addressed	converted	expanded	lectured	proofread	showed
adjusted	corrected	expedited	liaised	proposed	simplified
administered	corresponded	explained	listed	protected	sized
advised	counseled	expressed	located	provided	sketched
altered	created	extracted	maintained	publicized	sold
analyzed	critiqued	fabricated	managed	published	solved
appraised	cultivated	facilitated	marked	purchased	sorted
arbitrated	cut	filed	marketed	raised	specified
arranged	decided	financed	measured	received	spoke
assembled	decreased	finalized	mediated	recommended	started
assessed	defined	fixed	met	reconciled	streamlined
audited	delegated	followed	minimized	recorded	strengthened
balanced	delivered	forecasted	modeled	recruited	studied
broadened	demonstrated	formulated	moderated	redesigned	summarized
budgeted	described	founded	modernized	reduced	supervised
built	designed	gathered	modified	referred	supplied
calculated	detected	gave	monitored	refined	talked
calibrated	determined	generated	motivated	rehabilitated	taught
catalogued	developed	guided	narrated	related	tended
categorized	devised	hired	navigated	rendered	tested
chaired	diagnosed	hosted	negotiated	reorganized	traced
changed	differentiated	identified	observed	repaired	trained
charted	differentiated	illustrated	obtained	reported	transcribed
checked	directed	implemented	opened	represented	transformed
classified	discovered	improved	operated	researched	translated
coordinated	dispensed	improvised	ordered	resolved	traveled
coached	displayed	incorporated	organized	responded	treated
collated	dissected	increased	oriented	restored	trimmed
collected	distributed	informed	originated	restructured	troubleshoot
combined	diverted	initiated	oversaw	retrieved	tutored
communicated	documented	inspected	painted	reviewed	uncovered
compared	doubled	installed	performed	revised	unified
compiled	drafted	instituted	persuaded	revitalized	updated
completed	drew	instructed	photographed	sang	upgraded
composed	edited	integrated	piloted	saved	used
computed	eliminated	interacted	planned	scheduled	utilized
conceived	empathized	interpreted	predicted	searched	verified
concluded	encouraged	interviewed	prepared	secured	weighed
conducted	enforced	introduced	prescribed	selected	welded
configured	enhanced	invented	presented	separated	widened
considered	enlarged	investigated	printed	served	won
consolidated	ensured	itemized	processed	serviced	wrote