
Verbs Categorized by Verbs, by Checkmate and Workbloom

COMMUNICATIONS SKILLS

Addressed	Edited	Participated
Advertised	Elicited	Persuaded
Arbitrated	Enlisted	Presented
Arranged	Explained	Promoted
Articulated	Expressed	Proposed Publicized
Authored	Formulated	Reconciled
Clarified	Furnished	Recruited
Collaborated	Incorporated	Referred
Communicated	Influenced	Reinforced
Composed	Interacted	Reported
Condensed	Interpreted Interviewed	Resolved
Conferred	Involved	Responded
Consulted	Joined	Solicited
Contacted	Judged	Specified
Conveyed	Lectured	Spoke
Convinced	Listened	Suggested
Corresponded Debated	Marketed	Summarized
Defined	Mediated	Synthesized
Developed	Moderated	Translated
Directed	Negotiated	Wrote
Discussed	Observed	
Drafted	Outlined	

CREATIVE SKILLS

Acted	Displayed	Invented
Adapted	Drew	Modeled
Began	Entertained	Modified Originated
Combined	Established	Performed
Composed	Fashioned	Photographed
Conceptualized	Formulated Founded	Planned
Condensed	Illustrated	Revised
Created	Initiated	Revitalized
Customized Designed	Instituted	Shaped
Developed	Integrated	Solved
Directed	Introduced	

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HELPING SKILLS

Adapted	Demonstrated	Motivated
Advocated	Diagnosed	Prevented Provided
Aided	Educated	Referred
Answered	Encouraged	Rehabilitated
Arranged	Ensured	Represented
Assessed	Expedited Facilitated	Resolved
Assisted	Familiarized	Simplified
Clarified	Furthered	Supplied
Coached	Guided	Supported
Collaborated Contributed	Helped	Volunteered
Cooperated	Insured	
Counselled	Intervened	

ORGANIZATIONAL SKILLS

Approved	Incorporated	Reserved
Arranged	Inspected	Responded
Catalogued	Logged	Reviewed Routed
Categorized	Maintained	Scheduled
Charted	Monitored	Screened
Classified	Obtained	Submitted
Coded	Operated Ordered	Supplied
Collected	Organized	Standardized
Compiled	Prepared	Systematized
Corrected	Processed	Updated
Corresponded Distributed	Provided	Validated
Executed	Purchased	Verified
Filed	Recorded	
Generated	Registered	

TEACHING SKILLS

Adapted	Encouraged	Motivated
Advised	Evaluated	Persuaded Simulated
Clarified	Explained	Stimulated
Coached	Facilitated	Taught
Communicated	Focused Guided	Tested
Conducted	Individualized	Trained
Coordinated	Informed	Transmitted
Critiqued Developed	Instilled	Tutored
Enabled	Instructed	

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FINANCIAL SKILLS

Administered	Computed	Planned
Adjusted	Conserved	Prepared Programmed
Allocated	Corrected	Projected
Analyzed	Determined	Qualified
Appraised	Developed	Reconciled
Assessed	Estimated Forecasted	Reduced
Audited	Managed	Researched
Balanced Budgeted	Marketed	Retrieved
Calculated	Measured	
	Netted	

MANAGEMENT SKILLS

Administered	Enforced	Organized
Analyzed	Enhanced	Originated
Appointed	Established	Overhauled
Approved	Executed	Oversaw
Assigned	Generated	Planned Presided
Attained	Handled	Prioritized
Authorized	Headed	Produced
Chaired	Hired	Recommended
Considered	Hosted	Reorganized
Consolidated	Improved Incorporated	Replaced
Contracted	Increased	Restored
Controlled	Initiated	Reviewed
Converted	Inspected	Scheduled
Coordinated	Instituted	Secured
Decided Delegated	Led	Selected
Developed	Managed	Streamlined
Directed	Merged	Strengthened
Eliminated	Motivated	Supervised
Emphasized	Navigated	Terminated

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RESEARCH SKILLS

Analyzed	Experimented	Organized
Clarified	Explored	Researched Reviewed
Collected	Extracted	Searched
Compared	Formulated	Solved
Conducted	Gathered Inspected	Summarized
Critiqued	Interviewed	Surveyed
Detected	Invented	Systematized
Determined Diagnosed	Investigated	Tested
Evaluated	Located	
Examined	Measured	

TECHNICAL SKILLS

Adapted	Developed	Remodeled
Applied	Engineered	Repaired Replaced
Assembled	Fabricated	Restored
Built	Fortified	Solved
Calculated	Installed	Specialized
Computed	Maintained Operated	Standardized
Conserved	Overhauled	Studied
Constructed	Printed	Upgraded
Converted Debugged	Programmed	Utilized
Designed	Rectified	
Determined	Regulated	