



## ACTION VERBS BY SKILL AREA

### Detail/Follow-through

|           |             |           |          |             |
|-----------|-------------|-----------|----------|-------------|
| Advise    | Aid         | Brief     | Clarify  | Communicate |
| Compose   | Conduct     | Consult   | Counsel  | Define      |
| Deliver   | Demonstrate | Describe  | Design   | Develop     |
| Disburse  | Encourage   | Explain   | Express  | Facilitate  |
| Guide     | Illustrate  | Influence | Inform   | Instruct    |
| Interpret | Lecture     | Listen    | Organize | Persuade    |
| Phrase    | Plan        | Present   | Research | Review      |
| Teach     | Train       |           |          |             |

### Customer Service/Human Relations

|             |            |        |        |           |
|-------------|------------|--------|--------|-----------|
| Adjust      | Administer | Assist | Attend | Care      |
| Communicate | Convey     | Cure   | Direct | Encourage |
| Explain     | Guide      | Help   | Host   | Plan      |
| Promote     | Provide    |        |        |           |

### Innovation

|          |           |           |          |             |
|----------|-----------|-----------|----------|-------------|
| Adapt    | Apply     | Conceive  | Create   | Demonstrate |
| Develop  | Forecast  | Formulate | Generate | Graph       |
| Imagine  | Improve   | Invent    | Judge    | Memorize    |
| Perceive | Recognize | Remember  | Update   | Visualize   |

### Leadership

|          |           |        |          |         |
|----------|-----------|--------|----------|---------|
| Conduct  | Decide    | Define | Document | Explain |
| Enlist   | Inspire   | Judge  | Lead     | Lecture |
| Motivate | Negotiate | Plan   | Promote  | Solve   |
| Speak    |           |        |          |         |

### Accounting/Financial Management

|         |          |          |           |         |
|---------|----------|----------|-----------|---------|
| Analyze | Appraise | Budget   | Calculate | Compile |
| Compute | Count    | Estimate | Examine   | Manage  |
| Project | Review   | Tabulate |           |         |

### Communications

|             |          |            |           |           |
|-------------|----------|------------|-----------|-----------|
| Communicate | Compare  | Compose    | Create    | Define    |
| Demonstrate | Describe | Develop    | Document  | Edit      |
| Examine     | Explain  | Illustrate | Interpret | Interpret |
| Lecture     | Listen   | Present    | Proofread | Publish   |
| Report      | Speak    | Summarize  | Translate | Write     |



## Research/Investigation

|            |           |           |             |          |
|------------|-----------|-----------|-------------|----------|
| Anticipate | Assess    | Classify  | Criticize   | Define   |
| Determine  | Diagnose  | Examine   | Gather      | Group    |
| Interview  | Inquire   | Inspect   | Observe     | Organize |
| Perceive   | Plan      | Recognize | Re-evaluate | Review   |
| Solve      | Structure | Survey    | Synthesize  |          |

## Design/Performance

|           |             |          |            |             |
|-----------|-------------|----------|------------|-------------|
| Act       | Arrange     | Assemble | Build      | Compose     |
| Construct | Create      | Direct   | Decorate   | Demonstrate |
| Design    | Draft       | Draw     | Express    | Fashion     |
| Frame     | Illustrate  | Lecture  | Map        | Model       |
| Mold      | Orchestrate | Perform  | Photograph | Recite      |
| Restore   | Sculpt      | Shape    | Show       | Sing        |
| Sketch    | Speak       | Stage    | Stencil    | Style       |
| Visualize | Write       |          |            |             |