

POWER VERBS AND SKILLS BY CATEGORY

Administrative Skills	Clerical Skills	Communication Skills	Counseling Skills	Creative Skills	Development Skills
Administered	Approved	Addressed	Assessed	Acted	Analyzed
Coordinated	Arranged	Arbitrated	Assisted	Conceptualized	Applied
Designed	Catalogued	Arranged	Clarified	Created	Catalogued
Established	Classified	Authored	Coached	Designed	Compiled
Evaluated	Collected	Corresponded	Counseled	Developed	Conceived
Interpreted	Compiled	Developed	Demonstrated	Directed	Created
Interviewed	Dispatched	Directed	Diagnosed	Established	Designed
Managed	Executed	Drafted	Educated	Fashioned	Developed
Mediated	Generated	Edited	Expedited	Founded	Established
Negotiated	Implemented	Enlisted	Facilitated	Illustrated	Formulated
Organized	Inspected	Formulated	Familiarized	Instituted	Founded
Prepared	Monitored	Handled	Guided	Integrated	Influenced
Planned	Operated	Influenced	Referred	Introduced	Implemented
Supervised	Prepared	Interpreted	Rehabilitated	Invented	Initiated
	Processed	Lectured	Represented	Originated	Instituted
			Performed	Supported	
			Planned	Surveyed	
			Revitalized	Updated	
			Shaped		

Financial Skills	Management Skills	Technical Skills	Organizational Skills	Time Management Skills
Administered	Administered	Assembled	Reconciled	Recommended
Allocated	Analyzed	Built	Coordinated	Translated
Appraised	Attained	Computed	Prioritized	Facilitated
Audited	Chaired	Designed	Recruited	Handled
Balanced	Contracted	Devised	Developed	Implemented
Budgeted	Consolidated	Developed	Produced	Initiated
Computed	Delegated	Fabricated	Planned	Organized
Developed	Developed	Maintained	Wrote	Reviewed
Forecasted	Directed	Mediated	Systemized	Scheduled
Managed	Established	Moderated	Spoke	Strengthened
Marketed	Evaluated	Motivated	Expedited	Supervised
Executed	Negotiated			

Problem Solving Skills	Research Skills	Training Skills
Analyzed	Inspected	Adapted
Clarified	Interpreted	Advised
Compared	Interviewed	Clarified
Compiled	Investigated	Assisted
Decided	Researched	Coached
Evaluated	Reviewed	Communicated
Forecasted	Summarized	Coordinated
Investigated	Surveyed	Developed
	Identified	Enabled
		Presented
		Stimulated
		Encouraged
		Evaluated
		Explained
		Facilitated
		Guided
		Informed
		Initiated
		Instructed
		Motivated
		Persuaded