

A	Classified
Accomplished	Coached
Achieved	Collaborated
Acquired	Collated
Acted	Collected
Adapted	Communicated
Addressed	Compared
Adjusted	Composed
Administered	Compiled
Advertised	Computed
Advised	Conceived
Advocated	Conceptualised
Aided	Conducted
Affected	Connected
Allocated	Consolidated
Amended	Constructed
Analysed	Consulted
Answered	Contracted
Anticipated	Controlled
Applied	Convinced
Appointed	Cooked
Appraised	Coordinated
Approached	Correlated
Approved	Corresponded
Arbitrated	Counselled
Arranged	Created
Assembled	Critiqued
Assessed	Cultivated
Assigned	Customised
Assisted	Cut
Attained	
Audited	D
Authorised	Debated
Awarded	Decided
	Decorated
B	Decreased
Balanced	Defined
Bolstered	Delegated
Briefed	Delivered
Budgeted	Demonstrated
Built	Demystified
	Designed
C	Despatched
Calculated	Detailed
Carved	Determined
Catalogued	Developed
Chaired	Devised
Changed	Diagnosed
Checked	Directed
Clarified	Dispensed

Displayed	Fostered
Distributed	Found
Drafted	Founded
Drilled	
Drove	G
Dug	Generated
	Governed
E	Grouped
Earned	Guided
Edited	
Educated	H
Effected	Handled
Elected	Hired
Empathised	
Enabled	I
Encouraged	Identified
Enforced	Illustrated
Engineered	Implemented
Enlarged	Improved
Enlisted	Incorporated
Engineered	Increased
Entertained	Influenced
Equipped	Informed
Erected	Initiated
Established	Inserted
Estimated	Inspected
Evaluated	Inspired
Examined	Installed
Excelled	Instituted
Executed	Instructed
Expanded	Integrated
Experimented	Interpreted
Explained	Interviewed
Exhibited	Introduced
Explained	Invented
Extracted	Investigated
F	L
Fabricated	Landscaped
Facilitated	Launched
Familiarised	Lectured
Fashioned	Led
Fastened	Liaised
Filed	Lifted
Filled	Listened
Financed	Located
Fitted	
Folded	M
Forecasted	Made
Formed	Maintained
Formulated	Managed

Marketed	Restored
Measured	Retrieved
Mediated	Reviewed
Mastered	Revised
Mixed	Revitalised
Moderated	
Monitored	S
Motivated	Saved
	Scheduled
N	Searched
Navigated	Secured
Negotiated	Selected
Nursed	Sensitised
	Sent
O	Served
Observed	Set goals
Obtained	Set up
Operated	Sewed
Organised	Shaped
Originated	Showed
Overhauled	Simplified
Oversaw	Sold
	Solved
Q	Sorted
Qualified	Spoke
	Sprayed
R	Spread
Raised	Stimulated
Read	Streamlined
Rebuilt	Structured
Received	Succeeded
Recommended	Summarised
Recorded	Supervised
Reconciled	Supported
Recruited	Surveyed
Rectified	
Reduced	T
Re-evaluated	Tabulated
Referred	Tailored
Regulated	Taught
Rehabilitated	Tested
Reinforced	Trained
Remodelled	Transformed
Removed	Translated
Renovated	Typed
Repaired	
Replaced	U
Reported	United
Represented	Unloaded
Researched	Updated
Resolved	Upgraded

V
Validated
Verified
Viewed
W
Washed
Wrote

Accomplishment Verbs	evaluate
	formulate
accomplish	influence
achieve	interpret
create	lecture
expand	listen
improve	moderate
pioneer	motivate
reduce	negotiate
resolve	persuade
transform	promote
	publicise
Clerical Skills	reconcile
	recruit
approve	speak
arrange	translate
catalogue	view
classify	write
collect	
compile	Creative Skills
despatch	
file	act
generate	carve
implement	conceive
inspect	conceptualise
monitor	cook
operate	create
organise	customise
prepare	decorate
process	design
purchase	develop
record	direct
retrieve	establish
send	fashion
sort	find
tabulate	illustrate
type	initiate
	institute
Communication Skills	integrate
	introduce
address	invent
arrange	landscape
collaborate	originate
convince	perform
correspond	plan
debate	revitalise
delegate	sew
develop	shape
direct	
draft	
edit	

Financial Skills	audit
	balance
administer	budget
allocate	calculate
analyse	chair
appraise	consolidate
audit	contract
balance	coordinate
budget	delegate
calculate	develop
compute	direct
develop	evaluate
estimate	execute
evaluate	found
forecast	improve
manage	increase
market	market
plan	organise
project	oversee
research	plan
recommend	prioritise
	produce
Helping Skills	project
	review
advocate	schedule
assess	supervise
assist	
clarify	Physical Skills
coach	
counsel	apply
demonstrate	assemble
diagnose	catalogue
educate	check
empathise	clean
facilitate	connect
familiarise	construct
guide	control
listen	cultivate
mediate	cut
motivate	dig
nurse	drill
refer	drive
rehabilitate	erect
	fasten
Management Skills	fill
	fit
administer	fold
analyse	insert
assign	install
appraise	lift
attain	locate

measure	serve
mix	show
operate	wash
rebuild	
regulate	Teaching Skills
renovate	
repair	adapt
replace	advise
sort	clarify
spray	coach
spread	communicate
unload	coordinate
	demystify
Research Skills	develop
	enable
analyse	encourage
assess	evaluate
clarify	explain
collect	facilitate
diagnose	guide
evaluate	inform
examine	initiate
extract	instruct
identify	motivate
inspect	persuade
interpret	plan
interview	set goals
investigate	stimulate
organise	train
review	
summarise	Technical Skills
survey	
	adjust
Service Skills	assemble
	build
advise	calculate
answer	compute
arrange	construct
assist	design
change	devise
clean	drive
collect	engineer
deliver	examine
explain	fabricate
inspect	maintain
maintain	make
prepare	navigate
receive	operate
remove	overhaul
sell	produce

program	inventive
remodel	logical
repair	loyal
sensitise	mature
solve	methodical
test	motivated
upgrade	objective
	observant
Self-descriptive Words	optimistic
	organised
active	outgoing
adaptable	patient
alert	perceptive
ambitious	personable
analytical	pleasant
artistic	polite
assertive	positive
astute	practical
attentive	precise
capable	productive
cheerful	professional
competent	proficient
competitive	quick
confident	rational
conscientious	realistic
consistent	reliable
constructive	resourceful
cooperative	responsible
creative	self-confident
dependable	self-reliant
determined	sensible
diligent	having a sense-of-humour
diplomatic	sincere
disciplined	sociable
discreet	sophisticated
economical	stable
efficient	successful
energetic	supportive
enterprising	systematic
enthusiastic	tactful
fair	talented
friendly	tidy
flexible	thorough
hard-working	thoughtful
helpful	tolerant
honest	trustworthy
imaginative	versatile
inclusive	
independent	
industrious	
innovative	

