

# Describe Your Skills

Connect with words and use them to inspire your resume phrases.

## COMMUNICATION

- Addressed
- Arbitrated
- Arranged
- Authored
- Corresponded
- Directed
- Edited
- Enlisted
- Formulated
- Influenced
- Lectured
- Mediated
- Moderated
- Negotiated
- Persuaded
- Promoted
- Recruited
- Spoke
- Translated
- Wrote

## CREATIVE

- Acted
- Conceptualized
- Created
- Designed
- Developed
- Directed
- Established
- Fashioned
- Founded
- Illustrated
- Instituted
- Integrated
- Introduced
- Invented
- Originated
- Performed
- Planned

## FINANCIAL

- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Forecast
- Managed
- Marketed
- Planned
- Projected
- Researched

## HELPING

- Assessed
- Assisted
- Clarified
- Coached
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Demonstrated
- Diagnosed
- Educated
- Expedited
- Facilitated
- Familiarized
- Guided
- Referred
- Rehabilitated
- Represented

## MANAGEMENT

- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Contracted
- Consolidated
- Co-ordinated
- Delegated
- Developed
- Directed
- Evaluated
- Executed
- Improved
- Increased
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reviewed
- Scheduled
- Strengthened
- Supervised

## ORGANIZATION/ CLERICAL

- Approved
- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Dispatched
- Executed
- Generated
- Implemented
- Inspected
- Monitored
- Operated
- Organized
- Prepared
- Processed
- Purchased
- Recorded
- Retrieved
- Systematized
- Tabulated
- Revitalized

## RESEARCH

- Clarified
- Collected
- Critiqued
- Diagnosed
- Evaluated
- Examined
- Extracted
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Organized
- Reviewed
- Summarized
- Surveyed
- Systematized

## TEACHING

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Coordinated
- Developed
- Educated
- Encouraged
- Evaluated
- Explained
- Facilitated
- Guided
- Informed
- Initiated
- Instructed
- Persuaded
- Stimulated

## TECHNICAL

- Assembled
- Built
- Calculated
- Computed
- Designed
- Devised
- Engineered
- Fabricated
- Maintained
- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired
- Solved
- Trained
- Upgraded

**TIP:**  
Vary your language to avoid repetition and to show different aspects of your skills