



Organizational Skills

Approve
Arrange
Categorize
Catalogue
Characterize
Chart
Classify
Code
Collaborate
Collect
Compile
Conserve
Consolidate

Correct
Correspond
Diagram
Distribute
Enlist
Execute
Expedite
Extract
File
Generate
Identify
Implement
Incorporate

Inspect
Join
Log
Maintain
Monitor
Obtain
Operate
Organize
Prepare
Prioritize
Process
Provide
Purchase

Record
Reshape
Recognize
Respond
Retrieve
Revamp
Review
Revise
Schedule
Screen
Set Standards
Shape
Specialize

Specify
Streamline
Submit
Substitute
Standardize
Systemize
Tabulate
Target
Update
Validate
Verify

Teaching Skills

Accept
Adapt
Advise
Analyze
Appraise
Appreciate
Assess
Assign
Categorize
Challenge
Clarify
Communicate

Compliment
Conduct
Consider
Cooperate
Critique
Define
Demonstrate
Designate
Develop
Discipline
Educate
Encourage

Evaluate
Excite
Explain
Explore
Facilitate
Focus
Generate
Guide
Head
Hypothesize
Identify
Implement

Incorporate
Indicate
Individualize
Infer
Inform
Initiate
Inquire
Instill
Instruct
Interact
Integrate
Model

Modify
Motivate
Observe
Organize
Persuade
Provoke
Question
Reinforce
Set Goals
Simplify
Stimulate
Theorize

Communication Skills

Address
Advertise
Arbitrate
Arrange
Ascertain
Collaborate
Communicate
Compose
Condense
Confront
Consult
Contract

Convey
Convince
Correspond
Define
Describe
Develop
Direct
Document
Draft
Edit
Educate
Elicit

Enlist
Explain
Express
Follow-Up
Formulate
Incorporate
Influence
Inform
Interview
Interact
Interpret
Judge

Lecture
Market
Mediate
Moderate
Motivate
Negotiate
Network
Observe
Outline
Participate
Persuade
Present

Promote
Publicize
Publish
Reconcile
Recruit
Refer
Report
Reinforce
Resolve
Suggest
Synthesize
Summarize

Technical Skills

Activate
Adapt
Apply
Appraise
Assemble
Begin
Build
Calculate
Compute
Configure
Conserve

Consolidate
Construct
Contrive
Convert
Coordinate
Create
Define
Deliver
Design
Detect
Determine

Develop
Devise
Display
Engineer
Exhibit
Fabricate
Formulate
Implement
Install
Integrate
Maintain

Navigate
Operate
Overhaul
Participate
Program
Reconfigure
Rehabilitate
Remodel
Repair
Rectify
Regulate

Resolve
Retrieve
Screen
Service
Solve
Streamline
Supply
Survey
Rain
Troubleshoot
Upgrade

Financial Skills

Administer
Allocate
Audit
Analyze
Appraise
Budget

Balance
Calculate
Compute
Control
Conserve
Correct

Determine
Develop
Estimate
Forecast
Manage
Market

Measure
Plan
Prepare
Produce
Project
Qualify

Reduce
Reconcile
Retrieve
Transfer



Helping Skills

Adapt	Care for	Educated	Furthered	Provide
Advise	Clarify	Enable	Guide	Refer
Advocate	Collaborate	Encourage	Help	Represent
Aid	Contribute	Enlist	Influence	Share
Anticipate	Cooperate	Ensure	Intervene	Simplify
Answer	Counsel	Evaluate	Insure	Supply
Arrange	Demonstrate	Expedite	Maintain	Support
Assess	Deliver	Facilitate	Motivate	Volunteer
Assist	Diagnosed	Familiarized	Prevent	

Management/Leadership Skills

Administer	Consolidate	Enhance	Initiate	Preserve
Account for	Coordinate	Enforce	Inspect	Preside
Adjust	Decrease	Establish	Institute	Prioritize
Analyze	Delegate Designed	Evaluate	Manage	Recommend
Appoint	Determine	Execute	Maintain	Reorganize
Approve	Develop	Formulate	Merge	Review
Assign	Devote	Generate	Motivate	Schedule
Attain	Direct	Head	Orchestrate	Strengthen
Chaired	Dispatch	Hire	Overhaul	Supervise
Conceptualize	Dispense	Implement	Organize	
Conduct	Eliminate	Improve	Oversee	
Contract	Employ	Incorporate	Plan	
Consult	Emphasize	Increase	Perfect	

Creative Skills

Act	Customize	Execute	Intergrade	Recommend
Adapt	Demonstrate	Exhibit	Introduce	Redesign
Advertise	Design	Explore	Market	Renovate
Begin	Develop	Fashion	Model	Rehearse
Broaden	Direct	Forge	Modernize	Remodel
Combine	Discover	Formulate	Modify	Revise
Compose	Display	Found	Orient	Revitalize
Conceive	Draft	Illustrate	Perform	Shape
Condense	Dramatize	Imagine	Photographed	Spearhead
Conceptualize	Draw	Improvise	Pilot	Stimulate
Conduct	Entertain	Initiate	Pioneer	Strategize
Create	Establish	Institute	Present	Transform

Result Skills

Achieve	Compound	Exceed	Introduce	Re-establish
Accelerate	Contribute	Excel	Launch	Resolve
Accomplish	Decrease	Expand	Lower	Stabilize
Advance	Double	Extend	Costs	Standardize
Attain	Effect	Fortify	Maximize	Succeed
Augment	Eliminate	Improve	Measure	Transform
Award	Enlarge	Increase	Obtain	Validate
Complete	Establish	Initiate	Pioneer	Widen

Research Skills

Acquire	Compare	Examine	Interview	Research
Accumulate	Conduct	Experiment	Invent	Solve
Amplify	Diagnose	Extract	Investigate	Systematize
Analyze	Design	Formulate	Locate	Summarize
Calculate	Detect	Gather	Measure	Test
Chart	Determine	Identify	Organize	Troubleshoot
Clarify	Disprove	Inspect	Process	
Collect	Evaluate	Interpret	Review	