

Describe Your Skills Using Strong Action Verbs

Adaptability

Accommodated	Embraced Challenges	Integrated	Prioritized, Prioritised
Adapted	Experimented	Managed Conflict	Remained Flexible
Adjusted	Improvised	Navigated	Transformed

Career Management

Accelerated	Expanded	Hired	Mastered
Administered	Explored	Improved	Officiated
Contracted	Facilitated	Learned	Promoted
Endorsed	Furthered	Leveraged	Engaged
Envisioned			

Coachability

Accepted Constructive Criticism	Learned	Responded to Input	Took Direction
Accepted Responsibility	Respected	Reflected	Took Ownership

Communication

Addressed	Conferred	Enlivened	Lobbied
Advertised	Conveyed	Expressed	Marketed
Answered	Corresponded	Facilitated	Negotiated
Articulated	Debated	Ignited	Persuaded
Authored	Defined	Illustrated	Presented
Briefed	Described	Informed	Reviewed
Campaigned	Discussed	Instructed	Spoke
Clarified	Drafted	Interpreted	Summarized, Summarised
Co-authored	Documented	Lectured	Wrote
Composed	Edited	Listened	

Critical Thinking

Analyzed, Analysed	Examined	Merged	Restructured
Assembled	Explored	Modified	Revamped
Assessed	Forecasted	Optimized, Optimised	Revitalized, Revitalised
Audited	Formulated	Overhauled	Simplified
Calculated	Identified	Redesigned	Solved
Conceptualized	Innovated	Refined	Streamlined
Devised	Investigated	Refocused	Updated
Evaluated	Mapped	Remodeled	

Digital Technology

Analyzed, Analysed	Customized, Customised	Designed	Operated
Coded	Installed	Modeled	Programmed
Compiled	Interfaced	Networked	Tested
Computed			

Empathy

Cared	Guided	Related	Sympathized
Considered	Listened	Respected	Understood
Empathized	Mentored	Supported	

Entrepreneurship

Built	Developed	Formulated	Introduced
Charted	Engineered	Founded	Launched
Conceived	Established	Initiated	Piloted
Created	Forged	Innovated	Pioneered
Designed			

Leadership

Chaired	Elected	Inspired	Orchestrated
Championed	Empowered	Led	Oversaw
Coached	Executed	Mentored	Spearheaded
Coordinated	Fostered	Motivated	Transformed
Delegated	Guided	Optimized, Optimised	Unified
Deployed			

Multi-Cultural Fluency

Bridged	Interpreted	Reconciled	
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People Management

Advised	Coordinated	Encouraged	Oversaw
Assigned	Delegated	Influenced	Resolved
Built Relationship(s)	Directed	Informed	Supervised
Coached	Educated	Led	Trained
Collaborated	Employed	Managed	

Professionalism

Committed	Ensured	Respected	Surpassed
Considered	Managed Expectations	Succeeded	Verified
Dedicated	Negotiated		

Resilience

Adapted	Grew	Overcame	Strengthened
Changed	Improvised	Reached	Succeeded
Coped	Learned	Recovered	Updated
Earned	Merged	Restructured	

Teamwork & Collaboration

Aided	Enabled	Guided	Partnered
Aligned	Encouraged	Harmonized, Harmonised	Resolved



Say hello to opportunities. Say goodbye to inefficiencies.

Assisted	Exchanged Ideas	Incorporated	Shaped
Collaborated	Facilitated	Mentored	Supported
Contributed	Gathered	Participated	Teamed
Cooperated			

Time Management

Delegated	Met deadlines	Planned	Set Goals
Expedited	Multi-tasked	Prioritized, Prioritised	Strategized, Strategised
Managed Competing Priorities	Organized, Organised	Scheduled	