



Functional Skills and Action Verbs

Use an action verb rather than “duties included” or “responsible for.”

Team Leadership

administered
collaborated
completed
contracted
coordinated
developed
devised
directed
distributed
elected
established
evaluated
expanded
implemented
initiated
introduced
led a team
maintained
managed
organized
patented
planned
planned events
rated
selected
simplified
started
recommended
regulated
works with a team

Management

Financial
accounted for
administered
advised
analyzed
balanced
booked
budgeted
compared
compiled
computed
coordinated
corresponded
defined
demonstrated
financed
implemented
maintained
proposed
prepared
purchased
reconciled
scheduled
summarized
trained

Human Resources

allocated
appointed
commissioned
designed
developed
evaluated
hired
installed
instructed
interviewed
recruited
supervised

Office/Equipment/

Inventory
accepted
catalogued
contracted
controlled
coordinated
developed
executed
expanded
functioned
improved
increased
inventoried
maintained
managed
negotiated
operated
patented
produced
programmed
saved
sold
verified

Technical/ Engineer

achieved
adjusted
analyzed
appraised
assembled
assigned
assisted
calculated
calibrated
compiled
conducted
conferred
consulted
converted
coordinated
designed
developed

devised
directed
disassembled
drafted
drew
estimated
evaluated
examined
fabricated
formulated
generated
inspected
installed
interpreted
introduced
maintained
measured
modified
observed
operated
originated
prepared
programmed
provided
recommended
recorded
reviewed
selected
set up
sketched
supervised
tested

Customer Relations

advertised
assisted
greeted
handled
helped
negotiated
promoted
persuaded
responded
served
welcome

Communications

Written
authored
composed letter
designed forms
drafted
edited
prepared
published
revised

Oral

addressed
conducted
influenced
instructed
interpreted
lectured
presented
spoke to
taught

Performing

attended
participated
performed
presented
scheduled
selected
supervised
trained

Human Relations

Interpersonal
assessed
conducted
corresponded
counseled
demonstrated
determined
documented
educated
encouraged
empowered
examined
explained
followed-up
implemented
informed
instructed
interpreted
interviewed
monitored
motivated
negotiated
observed
provided
recommended
recruited
taught
translated
tutored

Organizational

advocated
conferred
consulted
facilitated
led
presented
referred
represented

Leadership (Office Held)

acted
advised
analyzed
arranged
assisted
collected
compiled
conferred
coordinated
delegated
designed
developed
directed
disseminated
evaluated
explained
maintained
managed
participated
performed
planned
prepared
presided
promoted
purchased
recorded
recruited
represented
reviewed
revised
scheduled
selected
sent
supervised
visited
welcomed

Multicultural

lived in #
cities, states,
countries
speak, read, or
write foreign
language
experienced work in
(name
country)
interpreted
observed
different
work
environments
translated