### Action Verbs

**Management Skills**  
Administered  
Analyzed  
Assigned  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reorganized  
Reviewed  
Scheduled  
Supervised  

**Research Skills**  
Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Inspired  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systemized  

**Communication Skills**  
Addressed  
Arbitrated  
Arranged  
Authoried  
Co-authored  
Collaborated  
Corresponded  
Developed  
Directed  
Drafted  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Proposed  
Publicized  

**Technical Skills**  
Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Pinpointed  
Programmed  
Remodeled  
Repaired  
Solved  

**Creative Skills**  
Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Illustrated  
Instituted  
Integrated  
Performed  
Planned  

**Financial Skills**  
Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Managed  
Planned  
Projected  
Researched  

**Clerical or Detail Skills**  
Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Filed  
Generated  
Implemented  
Inspected  

**Helping Skills**  
Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Facilitated  
Familiarized  
Guided  
Influenced  
Interpreted  
Lectured  
Motivated  
Persuaded  
Set goals  
Stimulated  
Taught  
Trained  

**Stronger Verbs for Accomplishments**  
Accelerated  
Achieved  
Attained  
Completed  
Conceived  
Convinced  
Discovered  
Doubled  
Effected  
Eliminated  
Expanded  
Fulfilled  
Founded  
Initiated  
Innovated  
Introduced  
Invented  
Launched  
Mastered  
Originated  
Overcame  
Overhauled  
Pioneered  
Reduced  
Resolved  
Revitalized  
Spearheaded  
Strengthened  
Transformed  
Upgraded  

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From To Boldly Go: Practical Career Advice for Scientists, by Peter S. Fiske

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