**Sample Skill Sets & Action verbs**

<http://www.quintcareers.com/action_skills.html>

**Communication/People Skills**

http://www.quintcareers.com/dbullet.gifAddressed  
http://www.quintcareers.com/dbullet.gifAdvertised  
http://www.quintcareers.com/dbullet.gifArbitrated  
http://www.quintcareers.com/dbullet.gifArranged  
http://www.quintcareers.com/dbullet.gifArticulated  
http://www.quintcareers.com/dbullet.gifAuthored  
http://www.quintcareers.com/dbullet.gifClarified  
http://www.quintcareers.com/dbullet.gifCollaborated  
http://www.quintcareers.com/dbullet.gifCommunicated  
http://www.quintcareers.com/dbullet.gifComposed  
http://www.quintcareers.com/dbullet.gifCondensed  
http://www.quintcareers.com/dbullet.gifConferred  
http://www.quintcareers.com/dbullet.gifConsulted  
http://www.quintcareers.com/dbullet.gifContacted  
http://www.quintcareers.com/dbullet.gifConveyed  
http://www.quintcareers.com/dbullet.gifConvinced  
http://www.quintcareers.com/dbullet.gifCorresponded  
http://www.quintcareers.com/dbullet.gifDebated  
http://www.quintcareers.com/dbullet.gifDefined  
http://www.quintcareers.com/dbullet.gifDeveloped  
http://www.quintcareers.com/dbullet.gifDirected  
http://www.quintcareers.com/dbullet.gifDiscussed  
http://www.quintcareers.com/dbullet.gifDrafted  
http://www.quintcareers.com/dbullet.gifEdited  
http://www.quintcareers.com/dbullet.gifElicited  
http://www.quintcareers.com/dbullet.gifEnlisted  
http://www.quintcareers.com/dbullet.gifExplained  
http://www.quintcareers.com/dbullet.gifExpressed  
http://www.quintcareers.com/dbullet.gifFormulated  
http://www.quintcareers.com/dbullet.gifFurnished  
http://www.quintcareers.com/dbullet.gifIncorporated  
http://www.quintcareers.com/dbullet.gifInfluenced  
http://www.quintcareers.com/dbullet.gifInteracted  
http://www.quintcareers.com/dbullet.gifInterpreted  
http://www.quintcareers.com/dbullet.gifInterviewed  
http://www.quintcareers.com/dbullet.gifInvolved  
http://www.quintcareers.com/dbullet.gifJoined  
http://www.quintcareers.com/dbullet.gifJudged  
http://www.quintcareers.com/dbullet.gifLectured  
http://www.quintcareers.com/dbullet.gifListened  
http://www.quintcareers.com/dbullet.gifMarketed  
http://www.quintcareers.com/dbullet.gifMediated  
http://www.quintcareers.com/dbullet.gifModerated  
http://www.quintcareers.com/dbullet.gifNegotiated  
http://www.quintcareers.com/dbullet.gifObserved  
http://www.quintcareers.com/dbullet.gifOutlined  
http://www.quintcareers.com/dbullet.gifParticipated  
http://www.quintcareers.com/dbullet.gifPersuaded  
http://www.quintcareers.com/dbullet.gifPresented  
http://www.quintcareers.com/dbullet.gifPromoted  
http://www.quintcareers.com/dbullet.gifProposed  
http://www.quintcareers.com/dbullet.gifPublicized  
http://www.quintcareers.com/dbullet.gifReconciled  
http://www.quintcareers.com/dbullet.gifRecruited  
http://www.quintcareers.com/dbullet.gifReferred  
http://www.quintcareers.com/dbullet.gifReinforced  
http://www.quintcareers.com/dbullet.gifReported  
http://www.quintcareers.com/dbullet.gifResolved  
http://www.quintcareers.com/dbullet.gifResponded  
http://www.quintcareers.com/dbullet.gifSolicited  
http://www.quintcareers.com/dbullet.gifSpecified  
http://www.quintcareers.com/dbullet.gifSpoke  
http://www.quintcareers.com/dbullet.gifSuggested  
http://www.quintcareers.com/dbullet.gifSummarized  
http://www.quintcareers.com/dbullet.gifSynthesized  
http://www.quintcareers.com/dbullet.gifTranslated  
http://www.quintcareers.com/dbullet.gifWrote

**Creative Skills**

http://www.quintcareers.com/dbullet.gifActed  
http://www.quintcareers.com/dbullet.gifAdapted  
http://www.quintcareers.com/dbullet.gifBegan  
http://www.quintcareers.com/dbullet.gifCombined  
http://www.quintcareers.com/dbullet.gifComposed  
http://www.quintcareers.com/dbullet.gifConceptualized  
http://www.quintcareers.com/dbullet.gifCondensed  
http://www.quintcareers.com/dbullet.gifCreated  
http://www.quintcareers.com/dbullet.gifCustomized  
http://www.quintcareers.com/dbullet.gifDesigned  
http://www.quintcareers.com/dbullet.gifDeveloped  
http://www.quintcareers.com/dbullet.gifDirected  
http://www.quintcareers.com/dbullet.gifDisplayed  
http://www.quintcareers.com/dbullet.gifDrew  
http://www.quintcareers.com/dbullet.gifEntertained  
http://www.quintcareers.com/dbullet.gifEstablished  
http://www.quintcareers.com/dbullet.gifFashioned  
http://www.quintcareers.com/dbullet.gifFormulated  
http://www.quintcareers.com/dbullet.gifFounded  
http://www.quintcareers.com/dbullet.gifIllustrated  
http://www.quintcareers.com/dbullet.gifInitiated  
http://www.quintcareers.com/dbullet.gifInstituted  
http://www.quintcareers.com/dbullet.gifIntegrated  
http://www.quintcareers.com/dbullet.gifIntroduced  
http://www.quintcareers.com/dbullet.gifInvented  
http://www.quintcareers.com/dbullet.gifModeled  
http://www.quintcareers.com/dbullet.gifModified  
http://www.quintcareers.com/dbullet.gifOriginated  
http://www.quintcareers.com/dbullet.gifPerformed  
http://www.quintcareers.com/dbullet.gifPhotographed  
http://www.quintcareers.com/dbullet.gifPlanned  
http://www.quintcareers.com/dbullet.gifRevised  
http://www.quintcareers.com/dbullet.gifRevitalized  
http://www.quintcareers.com/dbullet.gifShaped  
http://www.quintcareers.com/dbullet.gifSolved

**Data/Financial Skills**

http://www.quintcareers.com/dbullet.gifAdministered  
http://www.quintcareers.com/dbullet.gifAdjusted  
http://www.quintcareers.com/dbullet.gifAllocated  
http://www.quintcareers.com/dbullet.gifAnalyzed  
http://www.quintcareers.com/dbullet.gifAppraised  
http://www.quintcareers.com/dbullet.gifAssessed  
http://www.quintcareers.com/dbullet.gifAudited  
http://www.quintcareers.com/dbullet.gifBalanced  
http://www.quintcareers.com/dbullet.gifBudgeted  
http://www.quintcareers.com/dbullet.gifCalculated  
http://www.quintcareers.com/dbullet.gifComputed  
http://www.quintcareers.com/dbullet.gifConserved  
http://www.quintcareers.com/dbullet.gifCorrected  
http://www.quintcareers.com/dbullet.gifDetermined  
http://www.quintcareers.com/dbullet.gifDeveloped  
http://www.quintcareers.com/dbullet.gifEstimated  
http://www.quintcareers.com/dbullet.gifForecasted  
http://www.quintcareers.com/dbullet.gifManaged  
http://www.quintcareers.com/dbullet.gifMarketed  
http://www.quintcareers.com/dbullet.gifMeasured  
http://www.quintcareers.com/dbullet.gifNetted  
http://www.quintcareers.com/dbullet.gifPlanned  
http://www.quintcareers.com/dbullet.gifPrepared  
http://www.quintcareers.com/dbullet.gifProgrammed  
http://www.quintcareers.com/dbullet.gifProjected  
http://www.quintcareers.com/dbullet.gifQualified  
http://www.quintcareers.com/dbullet.gifReconciled  
http://www.quintcareers.com/dbullet.gifReduced  
http://www.quintcareers.com/dbullet.gifResearched  
http://www.quintcareers.com/dbullet.gifRetrieved

**Helping Skills**

http://www.quintcareers.com/dbullet.gifAdapted  
http://www.quintcareers.com/dbullet.gifAdvocated  
http://www.quintcareers.com/dbullet.gifAided  
http://www.quintcareers.com/dbullet.gifAnswered  
http://www.quintcareers.com/dbullet.gifArranged  
http://www.quintcareers.com/dbullet.gifAssessed  
http://www.quintcareers.com/dbullet.gifAssisted  
http://www.quintcareers.com/dbullet.gifClarified  
http://www.quintcareers.com/dbullet.gifCoached  
http://www.quintcareers.com/dbullet.gifCollaborated  
http://www.quintcareers.com/dbullet.gifContributed  
http://www.quintcareers.com/dbullet.gifCooperated  
http://www.quintcareers.com/dbullet.gifCounseled  
http://www.quintcareers.com/dbullet.gifDemonstrated  
http://www.quintcareers.com/dbullet.gifDiagnosed  
http://www.quintcareers.com/dbullet.gifEducated  
http://www.quintcareers.com/dbullet.gifEncouraged  
http://www.quintcareers.com/dbullet.gifEnsured  
http://www.quintcareers.com/dbullet.gifExpedited  
http://www.quintcareers.com/dbullet.gifFacilitated  
http://www.quintcareers.com/dbullet.gifFamiliarized  
http://www.quintcareers.com/dbullet.gifFurthered  
http://www.quintcareers.com/dbullet.gifGuided  
http://www.quintcareers.com/dbullet.gifHelped  
http://www.quintcareers.com/dbullet.gifInsured  
http://www.quintcareers.com/dbullet.gifIntervened  
http://www.quintcareers.com/dbullet.gifMotivated  
http://www.quintcareers.com/dbullet.gifPrevented  
http://www.quintcareers.com/dbullet.gifProvided  
http://www.quintcareers.com/dbullet.gifReferred  
http://www.quintcareers.com/dbullet.gifRehabilitated  
http://www.quintcareers.com/dbullet.gifRepresented  
http://www.quintcareers.com/dbullet.gifResolved  
http://www.quintcareers.com/dbullet.gifSimplified  
http://www.quintcareers.com/dbullet.gifSupplied  
http://www.quintcareers.com/dbullet.gifSupported  
http://www.quintcareers.com/dbullet.gifVolunteered

**Management/Leadership Skills**

http://www.quintcareers.com/dbullet.gifAdministered  
http://www.quintcareers.com/dbullet.gifAnalyzed  
http://www.quintcareers.com/dbullet.gifAppointed  
http://www.quintcareers.com/dbullet.gifApproved  
http://www.quintcareers.com/dbullet.gifAssigned  
http://www.quintcareers.com/dbullet.gifAttained  
http://www.quintcareers.com/dbullet.gifAuthorized  
http://www.quintcareers.com/dbullet.gifChaired  
http://www.quintcareers.com/dbullet.gifConsidered  
http://www.quintcareers.com/dbullet.gifConsolidated  
http://www.quintcareers.com/dbullet.gifContracted  
http://www.quintcareers.com/dbullet.gifControlled  
http://www.quintcareers.com/dbullet.gifConverted  
http://www.quintcareers.com/dbullet.gifCoordinated  
http://www.quintcareers.com/dbullet.gifDecided  
http://www.quintcareers.com/dbullet.gifDelegated  
http://www.quintcareers.com/dbullet.gifDeveloped  
http://www.quintcareers.com/dbullet.gifDirected  
http://www.quintcareers.com/dbullet.gifEliminated  
http://www.quintcareers.com/dbullet.gifEmphasized  
http://www.quintcareers.com/dbullet.gifEnforced  
http://www.quintcareers.com/dbullet.gifEnhanced  
http://www.quintcareers.com/dbullet.gifEstablished  
http://www.quintcareers.com/dbullet.gifExecuted  
http://www.quintcareers.com/dbullet.gifGenerated  
http://www.quintcareers.com/dbullet.gifHandled  
http://www.quintcareers.com/dbullet.gifHeaded  
http://www.quintcareers.com/dbullet.gifHired  
http://www.quintcareers.com/dbullet.gifHosted  
http://www.quintcareers.com/dbullet.gifImproved  
http://www.quintcareers.com/dbullet.gifIncorporated  
http://www.quintcareers.com/dbullet.gifIncreased  
http://www.quintcareers.com/dbullet.gifInitiated  
http://www.quintcareers.com/dbullet.gifInspected  
http://www.quintcareers.com/dbullet.gifInstituted  
http://www.quintcareers.com/dbullet.gifLed  
http://www.quintcareers.com/dbullet.gifManaged  
http://www.quintcareers.com/dbullet.gifMerged  
http://www.quintcareers.com/dbullet.gifMotivated  
http://www.quintcareers.com/dbullet.gifNavigated  
http://www.quintcareers.com/dbullet.gifOrganized  
http://www.quintcareers.com/dbullet.gifOriginated  
http://www.quintcareers.com/dbullet.gifOverhauled  
http://www.quintcareers.com/dbullet.gifOversaw  
http://www.quintcareers.com/dbullet.gifPlanned  
http://www.quintcareers.com/dbullet.gifPresided  
http://www.quintcareers.com/dbullet.gifPrioritized  
http://www.quintcareers.com/dbullet.gifProduced  
http://www.quintcareers.com/dbullet.gifRecommended  
http://www.quintcareers.com/dbullet.gifReorganized  
http://www.quintcareers.com/dbullet.gifReplaced  
http://www.quintcareers.com/dbullet.gifRestored  
http://www.quintcareers.com/dbullet.gifReviewed  
http://www.quintcareers.com/dbullet.gifScheduled  
http://www.quintcareers.com/dbullet.gifSecured  
http://www.quintcareers.com/dbullet.gifSelected  
http://www.quintcareers.com/dbullet.gifStreamlined  
http://www.quintcareers.com/dbullet.gifStrengthened  
http://www.quintcareers.com/dbullet.gifSupervised  
http://www.quintcareers.com/dbullet.gifTerminated

**Organizational Skills**

http://www.quintcareers.com/dbullet.gifApproved  
http://www.quintcareers.com/dbullet.gifArranged   
http://www.quintcareers.com/dbullet.gifCatalogued  
http://www.quintcareers.com/dbullet.gifCategorized  
http://www.quintcareers.com/dbullet.gifCharted  
http://www.quintcareers.com/dbullet.gifClassified  
http://www.quintcareers.com/dbullet.gifCoded  
http://www.quintcareers.com/dbullet.gifCollected  
http://www.quintcareers.com/dbullet.gifCompiled  
http://www.quintcareers.com/dbullet.gifCorrected  
http://www.quintcareers.com/dbullet.gifCorresponded  
http://www.quintcareers.com/dbullet.gifDistributed  
http://www.quintcareers.com/dbullet.gifExecuted  
http://www.quintcareers.com/dbullet.gifFiled  
http://www.quintcareers.com/dbullet.gifGenerated  
http://www.quintcareers.com/dbullet.gifIncorporated  
http://www.quintcareers.com/dbullet.gifInspected  
http://www.quintcareers.com/dbullet.gifLogged  
http://www.quintcareers.com/dbullet.gifMaintained  
http://www.quintcareers.com/dbullet.gifMonitored  
http://www.quintcareers.com/dbullet.gifObtained  
http://www.quintcareers.com/dbullet.gifOperated  
http://www.quintcareers.com/dbullet.gifOrdered  
http://www.quintcareers.com/dbullet.gifOrganized  
http://www.quintcareers.com/dbullet.gifPrepared  
http://www.quintcareers.com/dbullet.gifProcessed  
http://www.quintcareers.com/dbullet.gifProvided  
http://www.quintcareers.com/dbullet.gifPurchased  
http://www.quintcareers.com/dbullet.gifRecorded  
http://www.quintcareers.com/dbullet.gifRegistered  
http://www.quintcareers.com/dbullet.gifReserved  
http://www.quintcareers.com/dbullet.gifResponded  
http://www.quintcareers.com/dbullet.gifReviewed  
http://www.quintcareers.com/dbullet.gifRouted  
http://www.quintcareers.com/dbullet.gifScheduled  
http://www.quintcareers.com/dbullet.gifScreened  
http://www.quintcareers.com/dbullet.gifSubmitted  
http://www.quintcareers.com/dbullet.gifSupplied  
http://www.quintcareers.com/dbullet.gifStandardized  
http://www.quintcareers.com/dbullet.gifSystematized  
http://www.quintcareers.com/dbullet.gifUpdated  
http://www.quintcareers.com/dbullet.gifValidated  
http://www.quintcareers.com/dbullet.gifVerified

**Research Skills**

http://www.quintcareers.com/dbullet.gifAnalyzed  
http://www.quintcareers.com/dbullet.gifClarified  
http://www.quintcareers.com/dbullet.gifCollected  
http://www.quintcareers.com/dbullet.gifCompared  
http://www.quintcareers.com/dbullet.gifConducted  
http://www.quintcareers.com/dbullet.gifCritiqued  
http://www.quintcareers.com/dbullet.gifDetected  
http://www.quintcareers.com/dbullet.gifDetermined  
http://www.quintcareers.com/dbullet.gifDiagnosed  
http://www.quintcareers.com/dbullet.gifEvaluated  
http://www.quintcareers.com/dbullet.gifExamined   
http://www.quintcareers.com/dbullet.gifExperimented  
http://www.quintcareers.com/dbullet.gifExplored  
http://www.quintcareers.com/dbullet.gifExtracted  
http://www.quintcareers.com/dbullet.gifFormulated  
http://www.quintcareers.com/dbullet.gifGathered  
http://www.quintcareers.com/dbullet.gifInspected  
http://www.quintcareers.com/dbullet.gifInterviewed  
http://www.quintcareers.com/dbullet.gifInvented  
http://www.quintcareers.com/dbullet.gifInvestigated  
http://www.quintcareers.com/dbullet.gifLocated  
http://www.quintcareers.com/dbullet.gifMeasured  
http://www.quintcareers.com/dbullet.gifOrganized  
http://www.quintcareers.com/dbullet.gifResearched  
http://www.quintcareers.com/dbullet.gifReviewed  
http://www.quintcareers.com/dbullet.gifSearched  
http://www.quintcareers.com/dbullet.gifSolved  
http://www.quintcareers.com/dbullet.gifSummarized  
http://www.quintcareers.com/dbullet.gifSurveyed  
http://www.quintcareers.com/dbullet.gifSystematized  
http://www.quintcareers.com/dbullet.gifTested

**Teaching Skills**

http://www.quintcareers.com/dbullet.gifAdapted  
http://www.quintcareers.com/dbullet.gifAdvised  
http://www.quintcareers.com/dbullet.gifClarified  
http://www.quintcareers.com/dbullet.gifCoached  
http://www.quintcareers.com/dbullet.gifCommunicated  
http://www.quintcareers.com/dbullet.gifConducted  
http://www.quintcareers.com/dbullet.gifCoordinated  
http://www.quintcareers.com/dbullet.gifCritiqued  
http://www.quintcareers.com/dbullet.gifDeveloped  
http://www.quintcareers.com/dbullet.gifEnabled  
http://www.quintcareers.com/dbullet.gifEncouraged  
http://www.quintcareers.com/dbullet.gifEvaluated  
http://www.quintcareers.com/dbullet.gifExplained  
http://www.quintcareers.com/dbullet.gifFacilitated  
http://www.quintcareers.com/dbullet.gifFocused  
http://www.quintcareers.com/dbullet.gifGuided  
http://www.quintcareers.com/dbullet.gifIndividualized  
http://www.quintcareers.com/dbullet.gifInformed  
http://www.quintcareers.com/dbullet.gifInstilled  
http://www.quintcareers.com/dbullet.gifInstructed  
http://www.quintcareers.com/dbullet.gifMotivated  
http://www.quintcareers.com/dbullet.gifPersuaded  
http://www.quintcareers.com/dbullet.gifSimulated  
http://www.quintcareers.com/dbullet.gifStimulated  
http://www.quintcareers.com/dbullet.gifTaught  
http://www.quintcareers.com/dbullet.gifTested  
http://www.quintcareers.com/dbullet.gifTrained  
http://www.quintcareers.com/dbullet.gifTransmitted  
http://www.quintcareers.com/dbullet.gifTutored

**Technical Skills**

http://www.quintcareers.com/dbullet.gifAdapted  
http://www.quintcareers.com/dbullet.gifApplied  
http://www.quintcareers.com/dbullet.gifAssembled  
http://www.quintcareers.com/dbullet.gifBuilt  
http://www.quintcareers.com/dbullet.gifCalculated  
http://www.quintcareers.com/dbullet.gifComputed  
http://www.quintcareers.com/dbullet.gifConserved  
http://www.quintcareers.com/dbullet.gifConstructed  
http://www.quintcareers.com/dbullet.gifConverted  
http://www.quintcareers.com/dbullet.gifDebugged  
http://www.quintcareers.com/dbullet.gifDesigned  
http://www.quintcareers.com/dbullet.gifDetermined  
http://www.quintcareers.com/dbullet.gifDeveloped  
http://www.quintcareers.com/dbullet.gifEngineered  
http://www.quintcareers.com/dbullet.gifFabricated  
http://www.quintcareers.com/dbullet.gifFortified  
http://www.quintcareers.com/dbullet.gifInstalled  
http://www.quintcareers.com/dbullet.gifMaintained  
http://www.quintcareers.com/dbullet.gifOperated  
http://www.quintcareers.com/dbullet.gifOverhauled  
http://www.quintcareers.com/dbullet.gifPrinted  
http://www.quintcareers.com/dbullet.gifProgrammed  
http://www.quintcareers.com/dbullet.gifRectified  
http://www.quintcareers.com/dbullet.gifRegulated  
http://www.quintcareers.com/dbullet.gifRemodeled  
http://www.quintcareers.com/dbullet.gifRepaired  
http://www.quintcareers.com/dbullet.gifReplaced  
http://www.quintcareers.com/dbullet.gifRestored  
http://www.quintcareers.com/dbullet.gifSolved  
http://www.quintcareers.com/dbullet.gifSpecialized  
http://www.quintcareers.com/dbullet.gifStandardized  
http://www.quintcareers.com/dbullet.gifStudied  
http://www.quintcareers.com/dbullet.gifUpgraded  
http://www.quintcareers.com/dbullet.gifUtilized