Skills are incorporated throughout your resume, cover letter, interviews, and the entire career journey. Use this list when writing your materials, or considering skills to gain, or how to market yourself.

### Communication
addressed, authored, collaborated, consulted, corresponded, developed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, proposed, publicized, reconciled, recruited, reported, submitted, translated

### Creative
acted, composed, conceptualized, customized, designed, displayed, entertained, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, revitalized, shaped

### Detail
approved, arranged, catalogued, categorized, classified, compiled, dispatched, generated, implemented, incorporated, inspected, monitored, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, standardized, tabulated, validated

### Financial
adjusted, allocated, analyzed, appraised, audited, audited, balanced, budgeted, calculated, estimated, forecasted, managed, marketed, measured, projected, reduced, researched, transferred

### Helping
advocated, assessed, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, referred, represented, served

### Management
administered, assigned, attained, chaired, contracted, consolidated, coordinated, delegated, developed, directed, executed, improved, increased, oversaw, planned, prioritized, produced, recommended, scheduled, selected, strengthened, supervised

### Research
collected, conducted, critiqued, defined, determined, examined, extracted, identified, interviewed, investigated, reviewed, summarized, surveyed

### Teaching
adapted, advised, clarified, communicated, developed, directed, enabled, encouraged, evaluated, explained, informed, initiated, inspired, instructed, mentored, motivated, stimulated, supported

### Technical
assembled, built, computed, constructed, converted, devised, engineered, fabricated, maintained, operated, programmed, remodeled, repaired, restored, solved, tested, trained, upgraded