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