When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice, which is easy, straightforward and economical in manner. Begin each descriptive section with an Action Verb. The following is a simple list. Create your own list that reflects your discipline and skills. Depending on whether you are currently employed or not, you may use past or present tense. More sections are continued on the back.

**Communication Skills**
- Address
- Arbitrate
- Arrange
- Author
- Correspond
- Develop
- Direct
- Draft
- Edit
- Enlist
- Formulate
- Influence
- Interpret
- Lecture
- Mediate
- Moderate
- Motivate
- Negotiate
- Persuade
- Promote
- Publicize
- Recruit
- Spoke
- Translate

**Management Skills**
- Administer
- Analyze
- Assign
- Attain
- Chair
- Contract
- Consolidate
- Coordinate
- Delegate
- Develop
- Directed
- Draft
- Evaluate
- Execute
- Improve
- Increase
- Organize
- Plan
- Prioritize
- Produce
- Recommend
- Review
- Schedule
- Strengthen
- Supervise
- Wrote

**Teaching Skills**
- Adapt
- Advised
- Clarify
- Coach
- Communicate
- Coordinate
- Develop
- Enable
- Encourage
- Evaluate
- Explain
- Facilitate
- Guide
- Inform
- Initiate
- Instruct
- Persuade
- Setting goals
- Stimulate

**Creative Skills**
- Act
- Conceptualize
- Create
- Design
- Develop
- Direct
- Establish
- Fashion
- Found
- Illustrate
- Institute
- Integrate
- Integrate
- Introduce
- Invent
- Originate
- Perform
- Plan
- Publish
- Revitalize
- Shape

**Helping Skills**
- Assist
- Assess
- Clarify
- Coach
- Counsel
- Demonstrate
- Diagnose
- Educate
- Expedite
- Facilitate
- Familiarize
- Guide
- Refer
- Rehabilitate
- Represent
- Service
- Support
- Tend
- Tutor
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<th>Research Skills</th>
<th>Administrative Skills</th>
<th>Information Skills</th>
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<th>Problem-Solving Skills</th>
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**Teamwork Skills**

- Accomplish
- Assist
- Collaborate
- Coordinate
- Corroborate
- Dispatch
- Encourage
- Explain
- Follow
- Help
- Share
- Team built
- Volunteer