

Skills Headings and Actions words for Resumes & Cover Letters

FUNDRAISING Research Analyze Identify Propose Present Develop Coordinate Acquire Contact Motivate Raise Strategize Promote Market Create	MARKETING Review Assess Survey Analyze Quantify Identify Develop Announce Promote Advertise Advance Boost Improve Campaign Support	PUBLIC RELATIONS Assess Prepare Coordinate Present Negotiate Publicize Strengthen Promote Handle Participate Facilitate Communicate Troubleshoot Broadcast Pronounce	MANAGEMENT Coordinate Facilitate Plan Schedule Delegate Mediate Evaluate Strategize Develop Listen Consult Monitor Supervise Spearhead Lead	ORGANIZING Classify Plan Assist Maintain Support Systemize Schedule Coordinate Streamline Simplify Manage Prioritize Categorize Sort Arrange
HOSPITALITY Serve Assist Troubleshoot Present Maintain Help Coordinate Prepare Create Welcome Enhance Anticipate Greet Generate Receive	LEADERSHIP Create Empower Motivate Inspire Encourage Manage Organize Listen Connect Interpret Envision Lead Direct Implement Chair	RESEARCH Assess Review Interpret Discern Discover Infer Illuminate Clarify Synthesize Quantify Conclude Present Compile Draft Collect	INTERPERSONAL Speak Present Communicate Empathize Address Convince Translate Advocate Convince Report Represent Inform Verbalize Encourage Correspond	ACCOUNTING Record Assess Audit Prepare Maintain Forecast Calculate Estimate Appraise Verify Analyze Examine Finance Budget Allot
EDUCATING Create Tutor Develop Stimulate Perform Model Entertain Inform Instruct Teach Challenge Advise Facilitate Train	COUNSELLING Listen Sense Assess Analyze Align Understand Inform Facilitate Help Advocate Coach Mediate Guide Empathize	TECHNICAL Design Analyze Troubleshoot Inspect Locate Edit Link Coordinate Implement Construct Modify Operate Upgrade Program	WRITING Conceive Create Construct Draft Describe Interpret Capture Abstract Express Inform Summarize Conclude Publish Revise	MECHANICAL Design Analyze Construct Craft Troubleshoot Manipulate Balance Coordinate Repair Engineer Align Restore Assemble Build