

Action Verbs and High Impact Phrases

Using action verbs will demonstrate to an employer that you “took action”, produced results, and contributed. Always begin the descriptions of your experience with words from the list below and avoid writing in the passive voice with phrases such as “skills included” or “responsible for...”.

Accelerate	Compute	Edit	Honor
Accomplish	Conceive	Educate	Hypothesize
Achieve	Conclude	Effect	Identify
Acquire	Conduct	Elect	Illustrate
Adapt	Conserve	Eliminate	Imagine
Address	Consolidate	Emphasize	Implement
Advance	Construct	Enact	Import
Advise	Consult	Encourage	Improve
Advocate	Continue	Endure	Improvise
Analyze	Contract	Energize	Increase
Apply	Convert	Enforce	Influence
Appoint	Coordinate	Engineer	Inform
Arbitrate	Correct	Enhance	Initiate
Architect	Counsel	Enlist	Innovate
Arrange	Craft	Ensure	Inspect
Ascertain	Create	Establish	Inspire
Assemble	Critique	Estimate	Install
Assess	Decrease	Evaluate	Institute
Assist	Define	Examine	Instruct
Author	Delegate	Exceed	Integrate
Authorize	Deliver	Execute	Intensify
Brief	Demonstrate	Exhibit	Interpret
Budget	Deploy	Expand	Interview
Build	Design	Expedite	Introduce
Calculate	Detail	Experiment	Invent
Capture	Detect	Export	Inventory
Catalog	Determine	Facilitate	Investigate
Champion	Develop	Finalize	Judge
Chart	Devise	Finance	Justify
Clarify	Direct	Forge	Launch
Classify	Discover	Form	Lead
Close	Dispense	Formalize	Lecture
Coach	Display	Formulate	License
Collect	Distribute	Found	Listen
Collaborate	Diversify	Generate	Locate
Command	Divert	Govern	Maintain
Communicate	Document	Graduate	Manage
Compare	Double	Guide	Manipulate
Compel	Draft	Halt	Manufacture
Compile	Drive	Head	Map
Complete	Earn	Hire	Market

Mastermind	Predict	Reinforce	Suggest
Measure	Prepare	Rejuvenate	Summarize
Mediate	Prescribe	Render	Supervise
Mentor	Present	Renegotiate	Supply
Model	Preside	Reorganize	Support
Modify	Process	Report	Surpass
Monitor	Procure	Reposition	Synthesize
Motivate	Program	Represent	Systematize
Navigate	Progress	Research	Tabulate
Negotiate	Project	Resolve	Target
Nominate	Promote	Respond	Teach
Normalize	Propose	Restore	Terminate
Observe	Prospect	Restructure	Test
Obtain	Provide	Retrieve	Thwart
Offer	Publicize	Review	Train
Officiate	Purchase	Revise	Transcribe
Operate	Qualify	Revitalize	Transfer
Orchestrate	Question	Satisfy	Transform
Organize	Rate	Schedule	Transition
Orient	Realign	Secure	Translate
Originate	Rebuild	Select	Troubleshoot
Outsource	Recapture	Separate	Unify
Overcome	Receive	Serve	Unite
Oversee	Recognize	Simplify	Update
Participate	Recommend	Sold	Upgrade
Perceive	Reconcile	Solidify	Use
Perfect	Record	Solve	Utilize
Perform	Recruit	Specify	Verbalize
Persuade	Redesign	Speak	Verify
Pilot	Reduce	Standardize	Win
Pinpoint	Reengineer	Stimulate	Write
Pioneer	Regain	Streamline	
Plan	Regulate	Structure	
Position	Rehabilitate	Succeed	

High-Impact Phrases

High impact phrases will also help you better describe your personal characteristics and the things that you have done in previous positions. These phrases will grab the attention of employers and make you stand out.

Accelerated Career Track	High-Caliber
Accelerating Revenue Growth	High-Growth
Aggressive Turnaround Leadership	High-Impact
Benchmarking	High-Performance
Best In Class	High-Quality
Business Process Redesign	Matrix Management
Business Process Reengineering	Multi-Discipline Industry Expertise
Capturing Cost Reductions	Organizational Driver
Catalyst for Change	Organizational Leader
Change Agent	Outperforming Global Competition
Change Management	Outperforming Market Competition
Competitive Market Positioning	PC Proficient
Competitive Wins	Peak Performer
Competitively Positioning Products & Technologies	Performance Improvement
Contemporary Management Style	Performance Management
Core Competencies	Performance Reengineering
Creative Business Leader	Pioneering Technologies
Creative Problem-Solver	Proactive Business Leader
Cross-Culturally Sensitive	Proactive Manager
Cross-Functional Expertise	Process Redesign
Cross-Functional Team Leadership	Process Reengineering
Decisive Management Style	Productivity Improvement
Delivering Strong and Sustainable Gains	Self-Starter
Direct & Decisive Organizational Leadership	Strategic & Tactical Operations
Distinguished Performance	Strong & Sustainable Financial Gains
Driving Customer Loyalty Initiatives	Strong & Sustainable Performance Gains
Driving Innovation	Strong & Sustainable Productivity Gains
Driving Performance Improvement	Strong & Sustainable Profit Gains
Driving Productivity Gains	Strong & Sustainable Quality Gains
Emerging Business Ventures	Strong & Sustainable Technology Gains
Emerging International Markets	Team Building
Entrepreneurial Leadership	Team Leadership
Entrepreneurial Vision	Technologically Advanced Operations
Executive Leadership	Top Flight Leadership Competencies
Executive Liaison	Top Tier Executive
Fast-Track Promotion	Visionary Leadership
Global Market Dominance	World Class Leadership
	World Class Operations
	World Class Organization