

Review the following lists of Actions Verbs, High-Impact Phrases, and Personality Descriptors, select those that accurately reflect you and your experience, and then integrate them into the text of your resume and cover letters.

Action Verbs

Accelerate	Assemble	Coach
Accomplish	Assess	Collect
Achieve	Assist	Command
Acquire	Author	Communicate
Adapt	Authorize	Compare
Address	Brief	Compel
Advance	Budget	Compile
Advise	Build	Complete
Advocate	Calculate	Compute
Analyze	Capture	Conceive
Apply	Catalog	Conclude
Appoint	Champion	Conduct
Arbitrate	Chart	Conserve
Architect	Clarify	Consolidate
Arrange	Classify	Construct
Ascertain	Close	Consult
Continue	Enforce	Initiate
Contract	Engineer	Innovate
Convert	Enhance	Inspect
Coordinate	Enlist	Inspire
Correct	Ensure	Install
Counsel	Establish	Institute
Craft	Estimate	Instruct
Create	Evaluate	Integrate
Critique	Examine	Intensify
Decrease	Exceed	Interpret
Define	Execute	Interview
Delegate	Exhibit	Introduce
Deliver	Expand	Invent
Demonstrate	Expedite	Inventory
Deploy	Experiment	Investigate
Design	Export	Judge
Detail	Facilitate	Justify
Detect	Finalize	Launch
Determine	Finance	Lead
Develop	Forge	Lecture
Devise	Form	License
Direct	Formalize	Listen
Discover	Formulate	Locate
Dispense	Found	Maintain

Display
Distribute
Diversify
Divert
Document
Double
Draft
Drive
Earn
Edit
Educate
Effect
Elect
Eliminate
Emphasize
Enact
Encourage
Energize
Offer
Officiate
Operate
Orchestrate
Organize
Orient
Originate
Outsource
Overcome
Oversee
Participate
Perceive
Perfect
Perform
Persuade
Pilot
Pinpoint
Pioneer
Plan
Position
Predict
Prepare
Prescribe
Present
Preside
Process
Procure
Program

Generate
Govern
Graduate
Guide
Halt
Head
Hire
Honor
Hypothesize
Identify
Illustrate
Imagine
Implement
Import
Improve
Improvise
Increase
Inform
Realign
Rebuild
Recapture
Receive
Recognize
Recommend
Reconcile
Record
Recruit
Redesign
Reduce
Reengineer
Regain
Regulate
Rehabilitate
Reinforce
Rejuvenate
Render
Renegotiate
Reorganize
Report
Reposition
Represent
Research
Resolve
Respond
Restore
Restructure

Manage
Manipulate
Manufacture
Map
Market
Mastermind
Measure
Mediate
Mentor
Model
Modify
Monitor
Motivate
Navigate
Negotiate
Nominate
Normalize
Obtain
Solidify
Solve
Speak
Specify
Standardize
Stimulate
Streamline
Structure
Succeed
Suggest
Summarize
Supervise
Supply
Support
Surpass
Synthesize
Systematize
Tabulate
Target
Teach
Terminate
Test
Thwart
Train
Transcribe
Transfer
Transform
Transition

Progress	Retrieve	Translate
Project	Review	Troubleshoot
Project manage	Revise	Unify
Promote	Revitalize	Unite
Propose	Satisfy	Update
Prospect	Schedule	Upgrade
Provide	Secure	Use
Publicize	Select	Utilize
Purchase	Separate	Verbalize
Qualify	Serve	Verify
Question	Simplify	Win
Rate	Sold	Write

HIGH-IMPACT Phrases

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

Productivity Improvement
 Start-Up, Turnaround, & High-Growth Organizations
 Strategic & Tactical Operations
 Strong & Sustainable Financial Gains
 Strong & Sustainable Performance Gains
 Strong & Sustainable Productivity Gains
 Strong & Sustainable Technology Gains
 Technologically Advanced Organizations
 Technologically Sophisticated Operations
 Visionary Leadership
 World Class Operations

Self-Starter
 Strong & Sustainable Profit Gains
 Strong & Sustainable Quality Gains
 Team Building
 Team Leadership
 Top Flight Leadership Competencies
 Top Tier Executive
 World Class Leadership
 World Class Organization

Personality Descriptors

Abstract	Eager	Insightful
Accurate	Earnest	Intelligent
Action-Driven	Effective	Intense
Adaptable	Efficient	Intuitive
Adventurous	Eloquent	Judicious
Aggressive	Employee-Driven	Keen
Amenable	Empowered	Leader
Analytical	Encouraging	Loyal
Artful	Energetic	Managerial
Assertive	Energized	Market-Driven
Believable	Enterprising	Masterful
Bilingual	Enthusiastic	Mature
Bold	Entrepreneurial	Mechanical
Brave	Ethical	Methodical
Communicative	Experienced	Modern
Competent	Expert	Moral
Competitive	Expressive	Motivated
Conceptual	Forward-Thinking	Motivational
Confident	Global	Multilingual
Conscientious	Hardworking	Notable
Conservative	Healthy	Noteworthy
Cooperative	Helpful	Objective
Courageous	Heroic	Observant
Creative	High-Impact	Opportunistic
Credible	High-Potential	Oratorical
Cross-Cultural	Honest	Orderly
Culturally	Honorable	Organized
Customer-Driven	Humanistic	Outstanding
Dauntless	Humanitarian	Participative
Decisive	Humorous	Participatory
Dedicated	Immediate	Peerless
Dependable	Impactful	Perfectionist

Determined
Devoted
Diligent
Diplomatic
Direct
Dramatic
Driven
Dynamic
Pioneering
Poised
Polished
Popular
Positive
Practical
Pragmatic
Precise
Preeminent
Prepared
Proactive
Problem Solver
Productive
Professional
Proficient
Progressive
Prominent
Prudent
Punctual
Quality-Driven
Reactive
Reliable
Reputable
Resilient
Resourceful
Results-Driven

Important
Impressive
Incomparable
Independent
Individualistic
Industrious
Ingenious
Innovative
Results-Oriented
Savvy
Sensitive
Sharp
Skilled
Skillful
Sophisticated
Spirited
Strategic
Strong
Subjective
Successful
Tactful
Talented
Teacher
Team Builder
Team Leader
Team Player
Technical
Tenacious
Thorough
Tolerant
Top Performer
Top Producer
Traditional
Trainer

Performance-Driven
Persevering
Persistent
Personable
Persuasive
Philosophical
Photogenic
Trilingual
Trouble Shooter
Trustworthy
Truthful
Unrelenting
Understanding
Upbeat
Valiant
Valuable
Venturesome
Veracious
Verbal
Victorious
Vigorous
Virtuous
Visionary
Vital
Vivacious
Well-Balanced
Well-Versed
Winning
Wise
Worldly
Youthful
Zealous
Zestful