

A top-down view of a desk with a white mug of coffee, a smartphone, a calendar, and a pair of glasses. The background is a light-colored, textured surface. The calendar shows months from June to September. The smartphone is black and lies horizontally. The glasses are blue and lie diagonally in the bottom right corner.

178 ACTION VERBS & HIGH-IMPACT PHRASES

Quickly and easily improve your resume
and stand out to hiring managers.

Hey There,

I'm Jessica Hernandez, the President & CEO of Great Resumes Fast.

Is your resume lost in the black hole of no response?

You find a position that aligns with your goals, skills, and experience, so you apply.

And wait.

Weeks later, still nothing. Not even a "no thank-you."

You try for a different position. Same story.

What's going on?

Why aren't companies seeing what you bring to the table?

Is it that you're not as qualified as you thought?

It's not you. It's the system.

You need a resume writing service that gets you through all stages of the hiring system.



Let our executive resume writers uncover what makes you the only one for the job

It starts with a phone call. [Schedule your resume strategy session here.](#)

Jessica Hernandez

PRESIDENT & CEO

ACTION VERBS

Action verbs are high-impact words that convey your performance and achievement to potential employers. Use them at the beginning of your resume bullets and throughout your career summary.

- Accelerated
- Acquired
- Adapted
- Addressed
- Advanced
- Advised
- Advocated
- Analyzed
- Authored
- Budgeted
- Built
- Captured
- Chaired
- Championed
- Changed
- Closed
- Coached
- Composed
- Counseled
- Decreased
- Delivered
- Designed
- Developed
- Devised
- Discovered
- Diversified
- Diverted
- Drive
- Earned
- Educated
- Eliminated
- Enacted
- Energized
- Engineered
- Enhanced
- Established
- Examined
- Exceeded
- Expanded
- Facilitated
- Finalized
- Formed
- Formulated
- Found
- Generated
- Guided
- Headed
- Hired
- Identified
- Implemented
- Improved
- Increased
- Influenced
- Initiated
- Inspired
- Integrated
- Introduced
- Launched
- Located
- Maintained
- Managed
- Mapped
- Marketed
- Mediated
- Modeled
- Motivated
- Navigated
- Negotiated
- Observed
- Operated
- Orchestrated
- Organized
- Originated
- Oversaw
- Perfected
- Performed
- Persuaded
- Piloted
- Planned
- Pinpointed
- Prepared
- Presented
- Projected
- Provided
- Rebuilt
- Recaptured
- Redesigned
- Reorganized
- Reinvigorated
- Resolved
- Restored
- Revised
- Secured
- Simplified
- Solidified
- Streamlined
- Structured
- Supervised
- Supplied
- Supported
- Surpassed
- Targeted
- Transformed
- Transitioned
- United
- Upgraded
- Won
- Wrote

INFLUENTIAL PHRASES

Use these descriptive words sparingly to spice up your resume and cover letter. Consider them like hot sauce. Add a little but don't overdo it.



One of my favorite places to use these powerful phrases is in the career summary at the top of your resume.

It's simple to select one that fits you the best and start a sentence with it then add the proof.

Down here in the South, we say "The proof is in the pudding," and when it comes to resumes you want to back up these influential phrases with quantifiable results.

It's important to note that without the right words applicant tracking systems will not pull your resume up in search results. Make sure you incorporate hard skill keywords for your industry and position into your resume too.

- Accelerated career track
- Action-oriented leader
- Aggressive turnaround leadership
- Award-winning pacesetter
- Best-in-class
- Change catalyst driving organizational transformation
- Change management
- Competitive market positioning
- Cultivator of strategic alliances
- Devoted people leader
- Diversity & inclusion
- Double-digit improvements
- Driving innovation
- Elite performer
- Entrepreneurial vision
- Executive leadership
- Fast-track promotion
- High-caliber
- Innovative growth strategist
- Lean manufacturing driver
- Organizational driver
- Outperformed market competition
- Passionate human resources trailblazer
- Peak performer
- Self-starter
- Six Sigma champion
- Startup organizations
- Strategic planning & execution
- Strong communicator able to engage and influence diverse stakeholders
- Turnaround specialist
- Strong and sustainable gains
- Talent maximizer
- Visionary business leader
- World-class operations



STRENGTH DESCRIPTORS

You need to talk about your strengths within your resume. I know it's hard because we want to be humble and we don't like to brag about ourselves or come off as being arrogant. I hear you.

BUT—HEAR ME OUT ON THIS—

If you don't tell the employer what your strengths are, they're not going to know.

If you're struggling with self-awareness when it comes to your own strengths (no judgment here—I've taken my own fair share of assessments, quizzes, and MBTI evaluations) I strongly recommend starting with the [StrengthsFinder 2.0](#).

It's affordable and incredibly thorough. It provides all types of insights about your strengths and you can use the information it provides for your resume and for planning your future career path. FYI: I don't get commission from sharing it with you. I value it and believe it's worth mentioning!

Here are 27 strengths descriptors to get you started:

- Achiever
- Ambitious
- Analytical
- Authentic
- Caring
- Creative
- Dedicated
- Developer
- Empathetic
- Enthusiastic
- Flexible
- Honest
- Integrity
- Lifelong Learner
- Logical
- Maximizer
- Motivated
- Optimistic
- Open-Minded
- Patient
- Persistent
- Proactive
- Responsible
- Strategic Thinker
- Self-Controlled
- Trustworthy
- Versatile

These are best used in your career summary. Since many of these are considered “soft skills” you want to ensure you're not overusing them.

THE SECRET TO A STAND-OUT RESUME?

A memorable career story & personal brand.

This is where many applicants (and other executive resume writers) go wrong. Your resume shouldn't simply funnel your experiences and job titles into a pretty template. It should tell a memorable narrative about who you are and how your unique abilities transform companies.

IT ALL STARTS WITH A PHONE CALL ...

[BOOK A CALL NOW](#)

GREATRESUMESFAST.COM

BONUS: QUESTIONS TO UNCOVER ACCOMPLISHMENTS

Need help fleshing out your successes and value? Use these questions to dig deep and reveal great accomplishment-based content for your resume.

■ Have you been recognized as the first person to do something in your role?

■ Describe a time when you saved the company money.

■ What project have you accomplished recently that helped the company make more money?

■ Have you met an impossible deadline? If so, what difference did this make to your company?

■ Describe a recent problem you had to solve.

■ What is your biggest professional achievement in the past 12 months?

■ What project have you accomplished recently that helped attract new clients to the company?

■ Look at your most recent performance evaluation or review. What were you commended for?

■ What have you come up with in your current position that has made your work easier?