

Power Verbs and High Impact Phrases

Accomplished	Compile	Effect	Inform	Persuade	Revitalize
Accomplish	Complete	Eliminate	Initiate	Plan	Rewarded
Achieve	Compose	Emphasize	Innovate	Preach	Save
Act	Compute	Enable	Inspect	Prepare	Schedule
Activated	Conceive	Encounter	Install	Present	Screen
Adapt	Conceptualize	Encourage	Institute	Preside	Secured
Address	Conduct	Enforce	Instruct	Prioritize	Select
Administer	Connect	Enhance	Integrate	Process	Serve
Advance	Conserve	Enlist	Interpret	Produce	Shape
Advertised	Consolidate	Ensure	Interview	Program	Share
Advise	Construct	Entertain	Introduce	Project	Simplify
Advocated	Consult	Establish	Invent	Project	Skilled
Alleviated	Contacted	Estimate	Investigate	Manage	Sold
Allocated	Contract	Evaluate	Involve	Promote	Solidify
Analyze	Contribute	Examine	Judge	Proofread	Solve
Anticipated	Control	Exercise	Justify	Propose	Sort
Appraised	Cooperate	Execute	Launch	Provide	Spoke
Approve	Coordinate	Exhibit	Lead	Publicize	Sponsor
Acquired	Correspond	Expand	Learn	Publish	Stimulate
Arbitrate	Counsel	Experiment	Lecture	Purchase	Streamline
Arranged	Counseled	Expedite	Listen	Raise	Strengthen
Articulate	Create	Explain	Maintain	Read	Structure
Assemble	Created	Explore	Manage	Realign	Study
Assess	Critique	Extend	Manipulate	Received	Summarize
Assigned	Debate	Facilitate	Mapped	Recommend	Supervise
Assist	Decorate	Familiarize	Market	Reconcile	Support
Attain	Defend	Find	Measure	Record	Sustain
Audited	Defined	Fix	Mediate	Recruit	Synthesized
Author	Delegate	Focus	Mentor	Reduce	Systematize
Balance	Deliver	Forecast	Moderate	Refer	Tabulate
Budget	Demonstrate	Formulate	Modify	Refine	Target
Build	Design	Foster	Monitor	Reflect	Teach
Calculated	Detected	Founded	Motivate	Reform	Tend
Called	Determine	Gather	Navigate	Rehabilitate	Test
Catalog	Develop	Generate	Negotiate	Relate	Trade
Catalogue	Devise	Graphed	Network	Renew	Train
Chair	Diagnose	Group	Nominated	Reorganize	Translate
Change	Direct	Guide	Observe	Repair	Travel
Chose	Discipline	Held	Obtain	Report	Trim
Clarify	Discover	Help	Open	Represent	Tutored
Classify	Discuss	Host	Operate	Reproduce	Unify
Coach	Dissect	Identify	Order	Research	Upgrade
Collaborate	Distinguish	Illustrate	Organize	Resolve	Utilize
Collect	Distribute	Implement	Originate	Respond	Validate
Combine	Diversify	Improve	Overhaul	Restore	Volunteer
Commended	Draft	Incorporate	Oversee	Restructure	Work
Communicate	Drew	Increase	Painted	Reverse	Write
Compare	Edit	Index	Participate	Review	
Compete	Educate	Influence	Perform	Revise	

Personality Descriptors

Action-Driven	Creative	Efficient	Motivated	Driven	Team Leader
Adaptable	Customer-Driven	Enthusiastic	Organized	Professional	Team Player
Communicative	Dedicated	Ethical	Outstanding	Proficient	Trustworthy
Competent	Dependable	Leader	Participatory	Quality-Driven	Well-versed
Conscientious	Effective	Market-Driven	Performance-	Reliable	

High-Impact Phrases

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

Power Verbs to Highlight Specific Skill Areas*

Working with PEOPLE

Administration	Management/ Supervision	Teaching	Performing	Counseling/ Healing	Leadership
Monitor	Coordinate	Educate	Create	Listen	Create
Track	Facilitate	Tutor	Present	Sense	Lead
Assess	Plan	Stimulate	Play	Assess	Encourage
Coordinate	Schedule	Inform	Interpret	Analyze	Manage
Organize	Delegate	Instruct	Act	Assist	Organize
Requisition	Evaluate	Facilitate	Sing	Align	Inspire
Access	Strategize	Awaken	Dance	Coordinate	Represent
Process	Develop	Explore	Perform	Understand	Govern
Serve	Consult	Advise	Model	Inform	Direct
Furnish		Entertain	Inspire	Facilitate	Advise
Persuading	Public Relations	Selling	Human Resources	Consulting	
Present	Assess	Inform	Assess	Troubleshoot	
Articulate	Prepare	Educate	Analyze	Problem Solve	
Clarify	Coordinate	Persuade	Recruit	Assess	
Challenge	Present	Provide	Survey	Assist	
Negotiate	Negotiate	Assist	Screen	Arrange	
Inquire	Publicize	Serve	Interview	Guide	
Reason	Strengthen	Trade	Select	Counsel	
Influence	Promote	Handle	Train	Survey	
Convince	Handle	Present	Mediate	Serve	
Mediate	Facilitate	Sell	Coordinate	Contribute	
Reconcile	Troubleshoot	Convince	Align	Train	

Working with DATA

Research & Development	Accounting	Finance	Analysis	Information	Editing	Organizing/Logistics
Identify	Record	Analyze	Assess	Appraise	Review	Organize
Evaluate	Assess	Invest	Observe	Analyze	Analyze	Assist
Review	Audit	Budget	Review	Inventory	Check	Maintain
Assess	Prepare	Inventory	Dissect	Structure	Compare	Liaison
Analyze	Maintain	Evaluate	Interpret	Design	Correct	Arrange
Critique	Forecast	Appraise	Discern	Categorize	Rewrite	Systematize
Explain	Calculate	Construct	Discover	Document	Revise	Schedule
Prepare	Estimate	Acquire	Infer	Process	Rework	Coordinate
Recommend	Figure	Manage	Illuminate	Manage	Improve	Streamline
Conclude	Appraise	Project	Clarify	Coordinate	Initiate	Simplify
Determine	Examine		Quantify	Organize	Investigate	
	Verify		Qualify		Advise	
			Conclude			

*Adapted from Virginia Tech Office of Career and Professional Development Resources

Power Verbs to Highlight Specific Skill Areas Continued*

Working with THINGS

Craft/Artisan	Design	Mechanical	Innovating	Technical
Design	Organize	Analyze	Create	Conceptualize
Create	Formulate	Design	Modify	Design
Build	Sketch	Construct	Change	Troubleshoot
Perform	Draft	Craft	Upgrade	Locate
Draw	Layout	Troubleshoot	Improve	Analyze
Render	Create	Create	Design	Implement
Illustrate	Plan	Engineer	Activate	Construct
Compose	Style	Repair	Restructure	Modify
Construct	Pattern	Manipulate	Stimulate	Operate
Choreograph	Build	Align	Transform	
	Display	Coordinate		

Working with IDEAS

Language	Selling	Program Development	Marketing	Writing	Investigating
Translate	Inform	Design	Review	Construct	Interrogate
Interpret	Educate	Construct	Assess	Craft	Question
Lecture	Persuade	Develop	Survey	Integrate	Analyze
Converse	Provide	Prepare	Analyze	Interpret	Seek
Negotiate	Serve	Strategize	Identify	Capture	Probe
Understand	Trade	Coordinate	Promote	Express	Examine
Comprehend	Handle	Formulate	Advertise	Inform	Explore
Proficiency	Present	Persuade	Advance	Summarize	
Fluency	Sell	Implement	Boost	Conclude	
Teach	Convince	Monitor	Improve	Outline	

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