A close-up photograph of a person's hand holding a black pen over a silver laptop keyboard and a spiral-bound notebook. The background is a light-colored desk with a white mug on a wooden coaster. A semi-transparent dark blue box with white text is overlaid on the center of the image.

# **ESSENTIAL** KEYWORDS & INFLUENTIAL PHRASES FOR **JOBSEEKERS**

# Table of Contents

Improve Your Resume With Action Verbs.....	2
Influential Phrases.....	3
Looking For Ways To Improve Your Resume Language?.....	4
List Of Action Verbs Based On Skills.....	8

# Improve Your Resume With Action Verbs

Action verbs are high-impact words that convey your performance and achievement to potential employers. By using them, you can quickly and easily improve your resume.

Use them at the beginning of your resume bullets and throughout your summary.

Starting each bullet with an action verb not only communicates achievement action, etc., but it also opens the sentence to lead right into the challenge you faced and the result you achieved.

It's hard to start a sentence with "transformed," "increased," or "achieved" without following it up with something specific, measurable, and relevant.

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

# 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.

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

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 in the South, they 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.

# Looking For Ways To Improve Your Resume Language?

## You Led A Project

If you were in charge of a project or initiative from start to finish, skip "led" and instead try:

- Chaired
- Controlled
- Coordinated
- Executed

- Headed
- Operated
- Orchestrated
- Organized

- Oversaw
- Planned
- Produced
- Programmed

## You Envisioned and Brought to Life a Project

And if you actually developed, created, or introduced that project into your Agency? Try:

- Administered
- Built
- Charted
- Created
- Designed
- Developed
- Devised

- Founded
- Engineered
- Established
- Formalized
- Formed
- Formulated
- Implemented

- Incorporated
- Initiated
- Instituted
- Introduced
- Launched
- Pioneered
- Spearheaded

## You Saved the Agency Time or Money

Hiring managers love candidates who've helped a team operate more efficiently or cost-effectively. To show just how much you saved, try:

- Conserved
- Consolidated
- Decreased

- Deducted
- Diagnosed
- Lessened

- Reconciled
- Reduced
- Yielded



## You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Along similar lines, If you can show that your work boosted the Agency's numbers in some way, you're bound to impress. In these cases, consider:

Accelerated Achieved Advanced Amplified Boosted	Capitalized Delivered Enhanced Expanded Expedited	Furthered Gained Generated Improved Lifted	Maximized Outpaced Stimulated Sustained
---	---	--	--

## You Changed or Improved Something

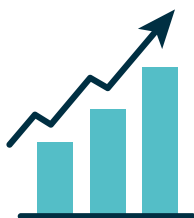
So, you brought your department's invoicing system out of the Stone Age and onto the interwebs? Talk about the amazing changes you made at your office with these words:

Centralized Clarified Converted Customized Influenced Integrated Merged	Modified Overhauled Redesigned Refined Refocused Rehabilitated Remodeled	Reorganized Replaced Restructured Revamped Revitalized Simplified	Standardized Streamlined Strengthened Updated Upgraded Transformed
---	--	--	---

## You Managed a Team

Instead of reciting your management duties like "Led a team..." or "Managed employees..." show what an inspirational leader you were, with terms like:

Aligned Cultivated Directed Enabled Facilitated	Fostered Guided Hired Inspired Mentored	Mobilized Motivated Recruited Regulated Shaped	Supervised Taught Trained Unified United
---	---	--	--



## You Brought in Partners, Funding, or Resources

Were you "responsible for" a great new partner, sponsor, or source of funding? Try:

Acquired  
Forged

Navigated  
Negotiated

Partnered  
Secured

## You Supported Customers

Because manning the phones or answering questions really means you're advising customers and meeting their needs, use:

Advised  
Advocated  
Arbitrated

Coached  
Consulted  
Educated

Fielded  
Informed  
Resolved

## You Were a Research Machine

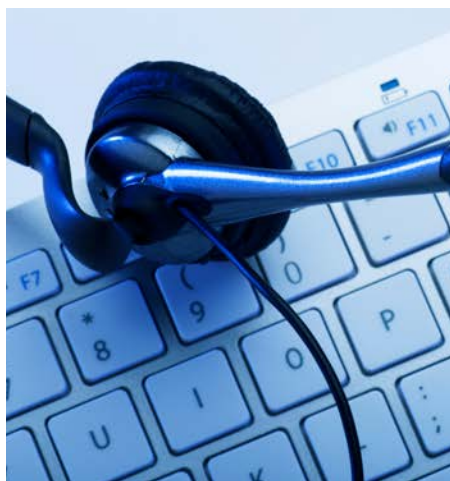
Did your job include research analysis, or fact-finding? Mix up your verbiage with these words:

Analyzed  
Assembled  
Assessed  
Audited  
Calculated

Discovered  
Evaluated  
Examined  
Explored  
Forecasted

Identified  
Interpreted  
Investigated  
Mapped  
Measured

Qualified  
Quantified  
Surveyed  
Tested  
Tracked



## You Wrote or Communicated

Was writing, speaking, lobbying, or otherwise communicating part of your gig? You can explain just how compelling you were with words like:

Authored Briefed Campaigned Co-authored Composed	Conveyed Convinced Corresponded Counseled Critiqued	Defined Documented Edited Illustrated Lobbied	Persuaded Promoted Publicized Reviewed
--	---	---	---

## You Oversaw or Regulated

Whether you enforced protocol or managed your department's requests, describe what you r department's requests, describe what you really did, better, with these words:

Authorized Blocked Delegated	Dispatched Enforced Ensured	Inspected Itemized Monitored	Screened Scrutinized Verified
------------------------------------	-----------------------------------	------------------------------------	-------------------------------------

## You Achieved Something

Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

Attained Awarded Completed	Demonstrated Earned Exceeded	Outperformed Reached Showcased	Succeeded Surpassed Targeted
----------------------------------	------------------------------------	--------------------------------------	------------------------------------





# List Of Action Verbs Based On Skills

## Management Skills

Administer Analyze Assign Attain Chair	Contract Consolidate Coordinate Delegate Develop	Direct Evaluate Execute Improve Increase	Organize Oversee Plan Prioritize Produce	Recommend Review Schedule Strengthen Supervise
--	--	--	--	--

## Communication Skills

Address Arbitrate Arrange Author Correspond	Develop Direct Draft Edit Enlist	Formulate Influence Interpret Lecture Mediate	Moderate Motivate Negotiate Persuade Promote	Publicize Recruit Speak Translate Write
---	--	---	--	---

## Technical Skills

Assemble Build Calculate Compute Design Devise	Engineer Fabricate Maintain Operate Overhaul Program	Remodel Repair Solve Train Upgrade
---	---	--

## Teaching Skills

Adapt Advise Clarify Coach Communicate	Coordinate Develop Enable Encourage Evaluate	Explain Facilitate Guide Inform Initiate	Instruct Persuade Set Goals Stimulate
--	--	--	--

## Financial Skills

administer allocate analyze appraise	audit balance budget calculate	compute develop forecast manage	market plan project research
---	---	--	---------------------------------------

## Creative Skills

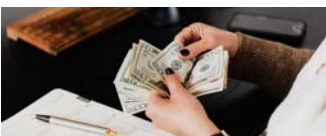
act conceptualize create design	develop direct establish fashion	found illustrate institute integrate	introduce invent originate perform	plan revitalize shape
--	---	---	---	-----------------------------

## Helping Skills

assess assist clarify coach counsel	demonstrate diagnose educate expedite facilitate	familiarize guide refer represent train
---	--	---

## Clerical or Detail Skills

approve arrange catalogue classify collect compile	dispatch execute generate implement inspect monitor	operate organize prepare process purchase record	retrieve screen specify systematize tabulate validate
---	--	---	--





**Nancy H. Segal, Owner, Solutions for the Workplace, LLC**

Nancy started Solutions for the Workplace, LLC following her 30-year Human Resources career with the Federal government. Her career includes a broad array of Federal Human Resources responsibilities; she is an expert at assessing qualifications for federal jobs.

She uses her expertise serving as a Master Federal Resume Writer, Certified Employment Interview Coach, and Master Career Director to coach applicants on their federal job searches, teach them how to interpret Federal vacancy announcements, and demonstrate their competencies. She has an excellent success rate and a loyal client base.

Nancy is frequently invited to speak and regularly present on federal resume and SES writing at federal agencies around the country. She was a speaker at the 2013 and 2017 National Resume Writers Association conference, the 2019, 2020, and 2022 Career Thought Leaders Conference, and was also featured in the recent National Career Summit.

Nancy is the recipient of numerous honors and awards. She was nominated for a 2011 Toast of the Resume Industry (TORI) award and is the co-author of Writing Your NSPS Self-Assessment book.

She is a named contributor to Ten Steps to a Federal Job, The Book of U.S. Government Jobs, and Writing Your High School Resume, and has written numerous articles, book reviews, and booklets (“The Complete Guide to Writing a Federal Resume”; “The Complete Guide to Interviewing for a Federal Job”; “The Complete Guide to Making a Federal Career Transition”; and “Resume Writing Academy’s Federal Resume Writer Certification”). One of her articles, “It’s Not Just about the Paper – Interviewing for a Federal Job,” appeared in the Winter 2008 issue of Career Planning and Adult Development Journal. Nancy is Myers Briggs certified, holds a Master’s degree in Human and Labor Relations from Loyola University of Chicago and a second Master’s degree in Public Administration from American University in Washington, D.C. Her undergraduate degree is in history from Goucher College, Towson, MD.

More information about Solutions for the Workplace, LLC can be found on our website:

[www.solutions-workplace.com](http://www.solutions-workplace.com) or by calling 847-866-6675.

Our email is [nancy@solutions-workplace.com](mailto:nancy@solutions-workplace.com).