

Action Verbs

Accelerate	Contract	Evaluate	Inventory	Position	Restructure	Utilize
Accomplish	Convert	Examine	Investigate	Predict	Retrieve	Verbalize
Achieve	Coordinate	Exceed	Judge	Prepare	Review	Verify
Acquire	Correct	Execute	Justify	Prescribe	Revise	Win
Adapt	Counsel	Exhibit	Launch	Present	Revitalize	Write
Address	Craft	Expand	Lead	Preside	Satisfy	
Advance	Create	Expedite	Lecture	Process	Schedule	
Advise	Critique	Experiment	License	Procure	Secure	
Advocate	Decrease	Export	Listen	Program	Select	
Analyze	Define	Facilitate	Locate	Progress	Separate	
Apply	Delegate	Finalize	Maintain	Project	Serve	
Appoint	Deliver	Finance	Manage	Project Manager		
Arbitrate	Demonstrate	Forge	Manipulate	Promote	Simplify	
Architect	Deploy	Form	Manufacture	Propose	Sold	
Arrange	Design	Formalize	Map	Prospect	Solidify	
Ascertain	Detail	Formulate	Market	Provide	Solve	
Assemble	Detect	Found	Mastermind	Publicize	Specify	
Assess	Determine	Generate	Measure	Purchase	Speak	
Assist	Develop	Govern	Meditate	Purchase	Standardize	
Author	Devise	Graduate	Mentor	Qualify	Stimulate	
Authorize	Direct	Guide	Model	Question	Streamline	
Brief	Discover	Halt	Modify	Rate	Structure	
Budget	Dispense	Head	Monitor	Realign	Succeed	
Build	Display	Hire	Motivate	Rebuild	Suggest	
Calculate	Distribute	Honor	Navigate	Recapture	Summarize	
Capture	Diversify	Hypothesize	Negotiate	Receive	Supervise	
Catalog	Divert	Identify	Nominate	Recognize	Supply	
Champion	Document	Illustrate	Normalize	Recommend	Support	
Chart	Double	Imagine	Observe	Reconcile	Surpass	
Clarify	Draft	Implement	Obtain	Record	Synthesize	
Classify	Drive	Import	Offer	Recruit	Systematize	
Close	Earn	Improve	Officiate	Redesign	Tabulate	
Coach	Edit	Improvise	Operate	Reduce	Target	
Collect	Educate	Increase	Orchestrate	Reengineer	Teach	
Command	Effect	Influence	Organize	Regain	Terminate	
Communicate	Elect	Inform	Orient	Regulate	Test	
Compare	Eliminate	Initiate	Originate	Rehabilitate	Thwart	
Compel	Emphasize	Innovate	Outsource	Reinforce	Train	
Compile	Enact	Inspect	Overcome	Rejuvenate	Transcribe	
Complete	Encourage	Inspire	Oversee	Render	Transfer	
Compute	Endure	Install	Participate	Renegotiate	Transform	
Conceive	Energize	Institute	Perceive	Reorganize	Transition	
Conclude	Enforce	Instruct	Perfect	Report	Translate	
Conduct	Engineer	Integrate	Perform	Reposition	Troubleshoot	
Conserve	Enhance	Intensify	Persuade	Represent	Unify	
Consolidate	Enlist	Interpret	Pilot	Research	Unite	
Construct	Ensure	Interview	Pinpoint	Resolve	Update	
Consult	Establish	Introduce	Pioneer	Respond	Upgrade	
Continue	Estimate	Invent	Plan	Restore	Use	

High-Impact Phrases

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

Personality Descriptors

Abstract	Enterprising	Notable	Skilled
Accurate	Enthusiastic	Noteworthy	Skillful
Action-Driven	Entrepreneurial	Objective	Sophisticated
Adaptable	Ethical	Observant	Spirited
Adventures	Experienced	Opportunistic	Strategic
Aggressive	Expert	Oratorical	Strong
Amenable	Expressive	Orderly	Subjective
Analytical	Forward-Thinking	Organized	Successful
Artful	Global	Outstanding	Tactful
Assertive	Hardworking	Participated	Talented
Believable	Healthy	Participatory	Teacher
Bilingual	Helpful	Peerless	Team Builder
Bold	Heroic	Perfectionist	Team Leader
Brave	High-Impact	Performance-Driven	Team Player
Communicative	High-Potential	Persevering	Technical
Competent	Honest	Persistent	Tenacious
Competitive	Honorable	Personable	Thorough
Conceptual	Humanistic	Persuasive	Tolerant
Confident	Humanitarian	Philosophical	Top-Performer
Conscientious	Humorous	Photogenic	Top-Producer
Conservative	Immediate	Pioneering	Traditional
Cooperative	Impactful	Poised	Trainer
Courageous	Important	Polished	Trilingual
Creative	Impressive	Popular	Trouble Shooter
Credible	Incomparable	Positive	Trustworthy
Cross-Cultural	Individualistic	Practical	Truthful
Customer-Driven	Industrious	Pragmatic	Unrelenting
Dauntless	Independent	Precise	Understanding
Decisive	Ingenious	Preeminent	Upbeat
Dedicated	Innovative	Prepared	Valiant
Dependable	Insightful	Proactive	Valuable
Determined	Intelligent	Problem-Solver	Venturesome
Devoted	Intense	Productive	Veracious
Diligent	Intuitive	Professional	Verbal
Diplomatic	Judicious	Proficient	Victorious
Direct	Keen	Progressive	Vigorous
Dramatic	Leader	Prominent	Virtuous
Driven	Loyal	Prudent	Visionary
Dynamic	Managerial	Punctual	Vital
Eager	Market-Driven	Quality-Driven	Vivacious
Earnest	Masterful	Reactive	Well-Balanced
Effective	Mature	Reliable	Well-Versed
Efficient	Mechanical	Reputable	Winning
Eloquent	Methodical	Resilient	Wise
Employee-Driven	Modern	Resourceful	Worldly
Empowered	Moral	Results-Driven	Youthful
Encouraging	Motivated	Savvy	Zealous
Energetic	Motivational	Sensitive	Zestful
Energized	Multilingual	Sharp	