

Impactful Words Cheat Sheet

Consider Starting Resume Line Items With Words in the Following Impactful Words Categories:

Category 1: Achievement Words:	Category 2: Gave Opinion Words:	Category 3: Made Words:	Category 4: Made Better Words:	Category 5: Managed Words:	Category 6: Other Words:
Accomplished	Advised	Authored	Boosted	Chaired	Acquired
Achieved	Analyzed	Built	Conserved	Co-managed	Assisted
Awarded	Consulted	Created	Decreased	Coached	Conduct
Completed	Evaluated	Defined	Enhanced	Led	Contributed
Earned	Examined	Designed	Expanded	Managed	Defined
Exceeded	Identified	Developed	Improved	Mentored	Delivered
Outperformed	Published	Engineered	Increased	Orchestrated	Distinguished
Promoted	Quantified	Established	Maximized	Organized	Forecasted
Recipient of	Ranked	Founded	Modernized	Oversaw	Gained
Won	Recommended	Implemented	Redesigned	President of	Gathered
	Researched	Innovated	Reduced	Produced	Generated
	Suggested	Introduced	Reengineered	Recruited	Instructed
		Launched	Reorganized	Supervised	Marketed
		Pioneered	Restructured		Monitored
		Programmed	Saved		Negotiated
			Simplified		Operated
			Streamlined		Organized
			Strengthened		Participated in
			Transformed		Planned
			Upgraded		Prepared
					Presented
					Raised
					Received
					Represented
					Seasoned
					Selected
					Supported
					Targeted
					Taught
					Tested
					Traded
					Trained
					Validated
					Valued
					Wrote

Do your best not to use the same impactful words on your resume too much. Mix them up please.

Do You Need More Impactful Words? Since we don't want to use the same words over and over again in your resume, here is a tip for how to come up with more impact words ideas: go to www.thesaurus.com and enter one of the **Category Titles**. For example, "**Achievement**" or "**Gave Opinion**" or "**Made**" or "**Made Better**" or "**Managed**."

Use Correct Tense: Use the past tense if the words on this page in almost all cases (with the exception of resume items that reflect what you are doing in your current job/education).

For example, if currently managing a team, write "Manage a team of" and if no longer managing that team, then write "Managed a team of."