

Impact Verbs

Use this handout to help you choose impactful verbs to write into your accomplishment statements.

Okay Verbs:

Verb	Why it's not impactful
Assisted	Nonspecific. Minimizes your accomplishment or contribution to the experience. If you did it, even if you weren't in charge of it, you can take ownership of that experience.
Oversaw	Nonspecific. Feels passive. Were you leading? Managing? Answering questions? Or were you just sitting in the same room?
Responsible for	Just because you were responsible for it, doesn't mean that you did it or that you did it well. Doesn't encapsulate what unique perspective and/or strengths you brought to the position.

**** Reminder to mirror the language in the job description that you are applying for!****

Impact Verbs:

- Advertised
- Adapted
- Addressed
- Advocated
- Applied
- Authored
- Budgeted
- Coached
- Collaborated
- Communicated
- Coordinated
- Created
- Delegated
- Designed
- Developed
- Diagnosed
- Directed
- Established
- Evaluated
- Facilitated
- Identified
- Implemented
- Increased
- Initiated
- Integrated
- Maintained
- Managed
- Marketed
- Mediated
- Modeled
- Organized
- Planned
- Presented
- Proposed
- Promoted
- Repaired
- Resolved
- Represented
- Restored
- Solved
- Standardized
- Trained
- Utilized
- Validated