



Transformations 123

By Amy Sindicic LIFE COACH

Beyond Buzzwords:

50 Powerful Resume Verbs

Shift Your Language, Shift Your Career

...you're hired



*A bold, fresh list of 50 **high-impact, modern verbs**—each chosen to spark curiosity and make hiring managers want to know more.*



Hi, I'm Amy Sindicic – a certified Life and Career Coach who helps government professionals confidently transition into private-sector roles they love.

With over 15 years of experience in career coaching, resume writing, and interview prep, I've helped hundreds of professionals to land higher-paying jobs faster, often with no private sector experience. I've also taught Business English and job strategy on four continents, and I specialize in helping people *shift their mindsets* and present their value clearly to stand out and attract their dream roles.

We've all been told to "use action verbs." But here's the truth: if your resume sounds like it was built from a 2005 thesaurus, it's time for an upgrade.

Here's a bold, fresh list of 50 *high-impact, modern verbs*—each chosen to spark curiosity and make hiring managers want to know more.

I created this resource because I know how stuck and undervalued you can feel in government work, and how free it is to get paid what you're worth, finally. My goal is to give you the clarity, tools, and confidence to change without starting over.

STRATEGIC THINKING & PROBLEM SOLVING



DON'T JUST SAY YOU SOLVED A PROBLEM — SHOW HOW YOUR BRAIN WORKS.

Anyone can say “fixed a problem” or “helped the team”, but strong resumes show how you approached the challenge, what thinking was involved, and how it made a difference. If you're transitioning from government to private sector, you don't need to change *what* you did — just how you describe it. Strong verbs and context show employers how you think, solve problems, and deliver value.

- ❌ *Eliminated bottlenecks.*
- ✅ ***Mapped workflows to eliminate bottlenecks.***

Ask yourself: “How did I know where the bottlenecks were? What did I do before solving...” Show that you didn't just react — you observed and analyzed the system first. “Mapped” highlights process improvement and efficiency mindset.

- ❌ *Looked at sales data.*
- ✅ ***Decoded complex data to forecast future sales trends.***

Ask yourself: “What kind of data was it? What did I notice or predict that others didn't. Verbs like *decoded* and *forecasted* signal data literacy and decision-making confidence.

- ❌ *Checked for compliance issues.*
- ✅ ***Audited internal systems for compliance gaps.***

Ask yourself: “Did I follow a process? Did I find anything others missed?” “Audited” shows structured, proactive thinking and attention to risk “Gaps” implies you found something valuable.

- ❌ *Adapted to market changes.*
- ✅ ***Anticipated market shifts to adapt strategy.***

Ask yourself: “Did I see it coming? What actions did I take early on?” “Anticipated” shows foresight. “Adapt strategy” proves you think long-term.

INFLUENCE, LEADERSHIP & CHANGE



Skip “led.” Show the impact.

Generic phrases like “*led a project*” don’t tell employers what you actually did or how you influenced outcomes. Use dynamic, specific verbs that highlight *initiative*, *coordination*, and *culture-shaping skills*.

- Led project team to complete product launch.
- Mobilized cross-functional teams for launch success.**

Ask yourself: “*Who did I bring together? How did I encourage collaboration across silos?*” “**Mobilized**” signals energy, initiative, and the ability to *activate resources* and *unite people around a shared goal* — a key skill in the fast-paced private sector.

- Got buy-in from different departments.
- Rallied stakeholder support across departments.**

Ask yourself: “*How did I persuade them? What common goals did I highlight?*” “**Rallied**” emphasizes *influence*, *persuasion*, and the ability to *align diverse teams* — showing leadership beyond authority.

- Improved outdated processes.
- Reshaped outdated practices for agility.**

Ask yourself: “*What did I challenge or change? How did I modernize the way things worked?*” “**Reshaped**” implies thoughtful reform, not just minor tweaks. It shows you *bring fresh thinking* and *adapt processes to fit changing needs*.

- Managed change during reorganization.
- Coordinated transitions during restructuring.**

Ask yourself: “*What was my role in the change? How did I make it smoother or clearer for others?*” “**Coordinated**” shows *orchestration*, *clarity*, and *project management under pressure* — valuable during business transformations.

- Led DEI efforts.
- Championed DEI initiatives in hiring and training.**
- Encouraged team feedback during change rollout.*
- Co-created change plans with staff input, increasing adoption and lowering resistance.**

⚙️ OPERATIONS & EXECUTION

MAKE EVERYDAY OPS SOUND EXTRAORDINARY

These are the process wins and behind-the-scenes improvements that keep the wheels turning – and help the business go faster, smoother, and smarter. Don't skip the basics. Frame them with clarity, impact, and numbers when possible.

- ☒ *Piloted automation tools in production.*
 - ☑ **Introduced automation tools that cut manual errors by 30%, reducing downtime and support tickets.**

Ask yourself: "What errors were most common? Who benefited from the change?". Adds business impact: fewer support tickets means higher efficiency.

- ☒ *Streamlined onboarding to reduce ramp-up time.*
 - ☑ **Redesigned onboarding, cutting ramp-up time by 40% and boosting first-month productivity.**

Ask yourself: "How did faster onboarding show up in real work? Who noticed?" "Boosting productivity" shifts focus from process to performance.

- ☒ *Consolidated vendor contracts to save \$120K.*
 - ☑ **Negotiated multi-service vendor agreements, cutting \$120K annually while improving service reliability.**

Ask yourself: "What services were duplicated? Was quality maintained or improved?" Now highlights both cost savings and continuity of service.

- ☒ *Revamped workflows for a leaner process.*
 - ☑ **Removed 4 approval layers to speed up delivery cycles by 25%.**

Ask yourself: "How did it feel before? What changed for the team or client?" Quantifies the benefit beyond "leaner."

- ☒ *Scheduled resources across 5 locations with 98% accuracy.*
 - ☑ **Optimized staffing across 5 sites, hitting 98% accuracy and eliminating last-minute reschedules.**

Ask yourself: "What chaos did this prevent? What tools helped me do this?" Adds human impact – avoids disruptions, not just accuracy.

- ☒ *Tracked project milestones manually across teams.*
 - ☑ **Built a shared project tracker that boosted on-time delivery by 20%.**

- ☒ *Managed service requests on a rolling basis.*
 - ☑ **Implemented a ticketing system to prioritize urgent requests and reduce backlog by 35%.**

📣 COMMUNICATION & CONNECTION



Don't say "excellent communicator." Prove it.

- ❌ *Briefed executives with data-rich visual reports.*
 - ✅ **Delivered exec briefings using visual dashboards that shaped Q3 resource planning.**

Ask yourself: "What decisions did my report influence? What made it clear and usable?" "Shaped planning" shows influence; "visual dashboards" adds credibility.

- ❌ *Facilitated customer training that improved retention.*
 - ✅ **Led hands-on customer workshops that boosted 6-month retention by 18%.**

Ask yourself: "How did I deliver the training? What changed for customers afterward?" Add measurable outcomes — link communication to customer success.

- ❌ *Negotiated vendor terms that improved ROI.*
 - ✅ **Negotiated vendor upgrades that increased ROI by 25% within 3 months.**

Ask yourself: "What terms did I improve? How was ROI tracked or reported?" Add precision, credibility, and timing.

- ❌ *Moderated panel discussions for industry groups.*
 - ✅ **Moderated executive panels, drawing insights that sparked follow-up partnerships.**

Ask yourself: "What happened because of the panel? What did my moderation unlock?" Signal strong facilitation and industry trust.

- ❌ *Advised clients on brand voice and storytelling.*
 - ✅ **Guided clients in refining brand tone, increasing engagement across 3 key channels.**

Ask yourself: "How did I know what was off brand? What results followed my advice?" "Guided" shows expertise; "3 key channels" makes the result concrete.

💡 INNOVATION & IDEAS



Bring your creativity to life.

Innovation isn't just about moonshot ideas or titles like "Product Designer." If you've ever made something faster, clearer, simpler, or more effective — *that counts*. Maybe you came up with a new process that shaved days off a task. Maybe you introduced a clever workaround. Maybe you tested an idea on a small scale to see what stuck.

This section is about showing how your ideas made a difference — especially if they were implemented, tested, or evolved into something real. Speed counts. Impact counts. And done > perfect.

- ☒ *Conceived new product lines for niche markets.*
 - ☑ **Launched 3 niche product lines based on customer gaps — generating 15% of Q2 revenue.**

Ask yourself: "How did I spot the gap? What research or feedback shaped my concept?" "Launched" and revenue data prove the idea had legs — not just brainstormed.

- ☒ *Drafted copy that boosted conversions by 22%.*
 - ☑ **Wrote landing page copy that increased trial sign-ups by 22% in 6 weeks.**

Ask yourself: "Where did I place the copy? What did I tweak based on user behavior?" Gives timeline, conversion goal, and platform — perfect for marketing impact.

- ☒ *Curated content strategies for multiple platforms.*
 - ☑ **Built multi-platform content plans that grew audience reach by 30%.**

Ask yourself: "How did I adapt for each platform? What tools or formats worked best?" Signal strategic creativity, not just posting.

- ☒ *Prototyped new service models in a pilot program.*
 - ☑ **Piloted new service models with early adopters — informing final rollout strategy.**
- ☒ *Took part in developing a new solution.*
 - ☑ **Designed and deployed a working prototype in under 30 days — accelerating go/no-go decisions.**

★ RESULTS & WINS

...you're hired



Show them the scoreboard.

You don't need to brag — the numbers will do the talking. Show where you moved the needle.

- ☒ *Applied for and managed a grant.*
 - ☑ **Secured \$2.3M in competitive funding to expand statewide mental health services.**
- ☒ *Improved delivery process.*
 - ☑ **Cut shipping errors by 45% by automating dispatch and inventory handoffs.**
- ☒ *Supported revenue growth.*
 - ☑ **Drove 3 consecutive quarters of double-digit growth by launching a pricing overhaul.**
- ☒ *Helped improve response time.*
 - ☑ **Reduced customer response time by 2 full days through streamlined intake and routing.**
- ☒ *Kept project on track.*
 - ☑ **Delivered cross-agency rollout 2 weeks early and 12% under budget — with expanded scope.**
- ☒ *Created budget forecasts.*
 - ☑ **Forecasted Q4 spend within 1.2% of actuals, enabling smarter hiring and procurement.**

- ☒ *Supported internal communications.*
 - ☑ **Built a campaign that increased intranet engagement by 60% in one month.**
- ☒ *Handled technical issues for staff.*
 - ☑ **Resolved 90% of internal tech tickets within 24 hours by introducing self-service tools.**
- ☒ *Updated employee files and processes.*
 - ☑ **Digitized 800+ employee records and cut onboarding time by 40%.**

BONUS: WORDS TO RETIRE IMMEDIATELY

Let's say goodbye to these vague dinosaurs:

- ✗ "RESPONSIBLE FOR" → ☑ **"LED," "OVERSAW," OR "EXECUTED"**
- ✗ "TEAM PLAYER" → ☑ **"COLLABORATED WITH [X] TO [ACHIEVE Y]"**
- ✗ "EXCELLENT WRITTEN SKILLS" → ☑ **"AUTHORED INTERNAL GUIDE USED BY 200+ STAFF"**
- ✗ "HARD WORKER" → ☑ **"CONSISTENTLY EXCEEDED KPIs BY 20%+"**

 **FINAL THOUGHT FROM AMY AT TRANSFORMATIONS123.COM**



You've done the work—now use the right words to tell your story.

You don't need to sound "impressive." You need to sound **clear, confident, and results driven**. That's what resonates with hiring teams.



Want help transforming your resume?

Let's bring your career story to life—book a session at



<https://amysindicic.simplybook.me/>

Together, we'll turn that career change into a bold, successful next chapter.

You've got this!



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Ready to Transform Your Career?

7 → 1

Resume Pages

Shrink your government CV into a private-sector friendly document

1:1

Personalized Support

Get individual guidance through your entire career transition journey

30 min

Free Intro Chat

Schedule your Complimentary Consultation to Discuss Your Goals

Let's make your career change less intimidating. You've got this!

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