



## Resume Guide

Your resume is an essential part of your job search; it is your first opportunity to make a good impression. The information on your resume should be pertinent, concise, easy to read, and attractively laid out.

### **Content**

Your resume needs to provide the reader with a general review of your background. Critical areas to include:

#### **Identifying Data**

Include name, address (optional), phone number, and e-mail address.

- You can include your local and/or permanent address or omit your address
- Use your cell phone number (be sure to have a professional voicemail message set up)

LinkedIn Web Address (optional)

Do not include personal information such as height, weight, ethnicity, or a photo.

#### **Objective (Optional)**

An objective enables the reader to quickly learn about the position you are seeking. It should be clear and concise with no more than two lines.

An objective typically includes the type of position (internship or full time) and the functional area in which you want to work. It can also include skills you wish to apply to the job and an industry in which you want to work.

If you are interested in more than one industry or functional area (ie. Marketing & Logistics) think about creating several resumes with a specific objective for each area of interest.

*Sample Objectives:*

- *"Seeking an internship in operations management for summer 20XX."*
- *"Seeking a market research internship with a consumer goods company for summer 20XX."*
- *"To obtain a position as a financial and investment analyst with a major investment bank or large corporation."*
- *"Pursuing a position in human resource management emphasizing recruitment and employment."*

#### **Education**

This information should appear in reverse chronological order (present to past) with your most recent education first. Include:

- University and Location (City, State)
- Degree: Bachelor of Science in Business Administration
- Specialization
- Graduation Date

- GPA

It is helpful for employers to see your GPA, since not having any indicator of your academic performance leads to assumptions that your performance has been poor. It is recommended that you include your cumulative GPA. If you feel this is not a good indicator of your potential, think of additional ways to present your GPA, such as your specialization GPA, which can be found on your Degree Audit Report (DARS). If you include a GPA other than your cumulative, be sure to title the GPA accordingly, e.g. Major GPA.

Publications, professional licenses or special training may appear in this section as well as how much you financed your own education (e.g., "Self-financed 80% of educational expenses.").

Scholarships you have received or academic accomplishments (e.g., Dean's List) are to be listed here.

Study abroad can be listed in this section or you can have a separate study abroad section. Be sure to include the university, country, dates, and one or two bullet points about what you studied or achieved through the experience.

You should list any colleges or universities from which you have received or will receive a degree under OSU. If you transferred to OSU or took classes at a local college during high school, you do not have to list your previous institution. If you received a degree, it is important to include information, such as the degree you earned and your graduation date. If you want an employer to know that you transferred from another school, even if you didn't receive a degree, you can list the name of the institution, dates attended, and any other specific information you would like an employer to know as a bullet point.

Generally, information about high school should **not** be included, but it is acceptable to list high school information on your resume early on in your academic career. It is recommended that any high school information is removed by the end of your sophomore year.

## Work Experience

List your experience in reverse chronological order.

The information should include:

- The organization's name and location
- Position held
- Dates of employment (month and year only)
- Bulleted descriptions of your accomplishments. Focus on areas that relate to the position you are seeking and provide evidence of your ability to assume responsibility, follow through, and achieve positive outcomes. All bulleted descriptions should begin with a verb.

If you have had numerous part-time jobs, highlight the most relevant experiences. Military experience may be included in this section or in its own category. You can have more than one work experience area using different headers, i.e. "Related Work Experience," "Internships," or "Professional Work Experience."

It is also important to remain consistent with your experience. If you decide to bold the name of every company you've worked for make you have done so for every company.

The Office of Career Management offers an extensive list of verbs for resumes that you can use when writing your bullet points.

## **Activities, Involvement, and Leadership**

Here is your opportunity to show your commitment to your major field and to leadership positions outside of the classroom. This may include organizations such as fraternities or sororities, student clubs, and volunteer work. Be sure to emphasize leadership roles or formal titles. If these activities include leadership positions, such as committee memberships, list them like a job and include bullets with responsibilities.

## **Honors**

In this section, you can feature awards, scholarships, achievements and academic distinctions. Honors can be a category of its own or included as part of the activities or education sections.

## **Skills**

This section should include concrete skills such as language or computer skills. For language skills ensure you list only those in which you are **fluent**. If English is your second language do not list "Fluent in English" in the skills section, rather, list your native language.

For computer skills, computer software and programs that are function specific (SAP, PeopleSoft) are recommended over more basic skills such as MS Office. Most undergraduate business students are familiar with Excel, Word, PowerPoint, etc. so only include software and programs relevant to your specialization or jobs you are applying to.

## **Design**

The appearance of your resume is critical.

- **Margins:** Keep margins even, using appropriate balance of white space to printed word.
- **Style:** Sentences need not be complete and periods are optional. Do not write in first person, singular case (e.g. Do not use "I," "My," or "Me").
- **Paper:** When printing hard copies, resume paper is not required, but it does add a very nice touch. The size of the paper should be 8.5 x 11. Do not use cardstock.
- **Length:** Do not exceed 1 page.

## **Format**

### ***Reverse Chronological Format***

Present education, experience, extracurricular activities, skills and achievements in reverse chronological order under each category – your most recent experience will be listed first. Advantages of this style:

- Employers are comfortable with this style because it is the most commonly used.
- It is the easiest to write.
- Achievements can be displayed as a direct result of work experiences.

We strongly recommend using the reverse chronological format for your resume, but there are other resume formats that may work for your experience. To explore other options we recommend making an appointment with a Career Consultant.

## **Targeted Resumes**

"Targeting" your resume means you are customizing your resume for a particular position, company, or career field. For example, you may be interested in both financial banking and accounting but don't want to use the same resume for both areas of business. This is when targeting your resume is useful. You can tailor your resume to each industry, narrowing the focus to be most effective. A targeted resume begins with a targeted objective and will usually emphasize educational experiences, jobs, and/or skills in the targeted field or industry.

## **Using your Resume to Apply Online**

Many employers use applicant tracking systems to manage job applicants. One way to help your resume be noticed through this type of system is by incorporating keywords. Make sure you thoroughly read the descriptions of jobs to which you apply and identify key words. Compare the list of key words to your resume and see if you can include some in your descriptions.

The best format in which to send, save, and upload your resume is a PDF. A PDF will better preserve your formatting and prevent any inadvertent changes. When saving your resume, make sure the document title includes your first and last name.

Sometimes when applying for positions online you will have to copy and paste your resume into a plain text box. In these cases do not worry about the format; simply make sure all the pieces of your resume are pasted into the box.

## **Organize Your Resume Writing**

- **Step 1** Write a rough draft and set it aside for a day or two.
- **Step 2** Edit the rough draft and run it through a spell check. Seek out advice from a career coach during walk-in hours in the Office of Career Management.
- **Step 3** Make changes to the final draft.
- **Step 4** Have two people proofread the draft for spelling and typographical errors. Call the Office of Career Management (614) 292-6024 for an appointment.

▪ This is a sample résumé ▪

# Henry Kim

kim.123@osu.edu  
678 East 9th Ave., Apt. D  
Columbus, OH 43201  
(614) 678-9123

## EDUCATION:

### THE OHIO STATE UNIVERSITY

*Bachelor of Science in Business Administration*  
*Specializations: Accounting and Marketing*

- Honors Accounting Program
- 20XX OSU Homecoming Court
- OSU Presidential Leadership Citation Award (1 of 50 selected)
- Pace Setters Award (Top 2% of Fisher College of Business selected)
- Max Fisher College of Business Scholarship

**Columbus, OH**

*May 20XX*

GPA: 3.71/4.00

## WORK EXPERIENCE:

### PROCTER & GAMBLE

*Personal Health Care New Business Development Finance Intern*

- Facilitated and led competitive response session
- Developed competitive assessment and industry analysis for competitive assessment
- Created and assessed a competitive analysis to determine feasibility of product launch in global regions
- Collaborated with various functions to generate project information and analysis
- Initiated and organized intern events within Personal Health Care

**Cincinnati, OH**

*May 20XX - August 20XX*

### JO-ANN STORES, INC.

*Merchandising Intern*

- Designed and prepared fashion presentations for quarterly sales meeting
- Consulted with vendors on product samples and presentation boards
- Analyzed weekly and monthly buy plans and sales forecast spreadsheets

**Hudson, OH**

*May-August 20XX, 20XX*

## LEADERSHIP EXPERIENCE:

### ASIAN BUSINESS STUDENT ASSOCIATION

*President*

- Collaborate with other business and ethnic student organizations to bring greater awareness to programs
- Create programs and events that will expand and enhance students' knowledge of business in Asia
- Establish strong relationships with various faculty within the Fisher College of Business
- Encourage leadership team and members to initiate self and group development

**Columbus, OH**

*September 20XX - Present*

### LEADERSHAP TRAINING INSTITUTE

*Co-Coordinator-The Ohio State University*

- Oversaw all aspects and logistics of the event including selection of participants
- Coordinated and conducted orientation meetings and reunion events to re-emphasize visions
- Enhanced vision and stretched goals through communication with Steering Committee
- Collaborated and promoted Institute to over 60 organizations via network of personal advertising

**Columbus, OH**

*January 20XX - September 20XX*

## LEADERSHIP TRAINING/ACTIVITIES:

Procter & Gamble Leadership Advantage Camp (1 of 25 selected), Beta Alpha Psi Accounting Honorary Special Events Chair, Bucket & Dipper Junior Class Honorary, Drackett Community Council President and Vice- President

## LANGUAGE SKILLS:

Korean (Fluent)

• This is a sample résumé •

# Melissa Krajewski

900 East Maynard Avenue Columbus, OH 43202

(614) 123-4567

krajewski.l@osu.edu

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## Education

**The Ohio State University, Fisher College of Business**

**Columbus, OH**

*Bachelor of Science in Business Administration*

*May 20XX*

Specializations: Finance and Operations Management

GPA: 3.62

- Honors Cohort
- General Electric Academic Awards Program Scholarship (1 out of 70 awarded nationally)
- Morrill Excellence Scholarship

## Work Experience

**Procter & Gamble**

**Cincinnati, OH**

*Finance Intern*

*June – August 20XX*

- Evaluated the success of 124 product initiatives launched during fiscal year 20XX
- Developed a replicable process for Finance Managers to evaluate company product initiatives
- Led the change to a more efficient manner of maintaining information on product initiatives, making research time up to 20% shorter

**Columbus Investment Advisory, Inc.**

**Columbus, OH**

*Research Analyst*

*January – May 20XX*

- Analyzed client investment and property holdings
- Made recommendations to senior management concerning portfolio decisions
- Prepared income statements and projected future cash flows

**Rockwell Automation, International**

**Twinsburg, OH**

*Purchasing Coordinator/Intern*

*June – August 20XX*

- Supported purchasing managers in the constant effort to meet production requirements
- Managed daily reports for critical part shortages and past due orders
- Maintained frequent contact with material suppliers nationwide
- Initiated one-on-one meetings with the SR VP, VP, and Materials Director

**The Ohio State University**

**Columbus, OH**

*Summer Orientation Student Assistant*

*June – August 20XX*

- Conducted presentations and information sessions for hundreds of orientation guests
- Generated excitement within new students and parents by selling the image/attributes of the university

## Involvement

**Undergraduate Finance Association**

**The Ohio State University**

*President*

*January 20XX – Present*

- Organized and conducted chapter and executive board meetings
- Coordinated chapter harmony, promoted UFA to recruits; organized NYC trip; balanced budget

*Member*

*20XX – Present*

**YWCA After School Tutoring Program**

*September 20XX – Present*

**Procter & Gamble Leadership Advantage Camp – Marketing**

*January 20XX*

**Career Coach, Fisher College of Office of Career Management**

*September 20XX – Present*

# ELIZABETH WILSON

(614) 555-9876 · wilson.657@osu.edu · 657 Dreamweaver Blvd. Columbus, Ohio 43201

<b>OBJECTIVE</b>	Seeking a full-time marketing position beginning August 20XX	
<b>EDUCATION</b>	<b>THE OHIO STATE UNIVERSITY</b> Bachelor of Science in Business Administration Specialization: Marketing Marketing GPA: 3.74 <i>Self-financing 75% of all educational and living expenses</i>	Columbus, OH <i>August 20XX</i>
<b>RELATED EXPERIENCE</b>	<b>Alpha Kappa Psi</b> <i>Active Member</i> <i>Professional Events Chair, Fisher Fall Career Fair</i> <ul style="list-style-type: none"><li>• Worked with team members to organize a publicity campaign</li><li>• Created fliers, overheads, and a newspaper ad to promote the event</li><li>• Spoke in targeted classes encouraging students to attend the career fair</li><li>• Achieved a goal of over 2,000 students attending the 20XX Career Fair</li></ul>	The Ohio State University <i>March 20XX – Present</i> <i>September 20XX</i>
	<b>Curry Marketing Group</b> <i>Marketing Intern</i> <ul style="list-style-type: none"><li>• Reviewed restaurant product lines, brainstormed public relation activities</li><li>• Analyzed demographics and created target list, reviewed mechanics of consumer-directed marketing program</li><li>• Organized trade fair mailing list and handled registrations</li><li>• Solicited feedback from trade fair participants and submitted recommendations for improvements for 20XX event</li></ul>	Columbus, Ohio <i>June – September 20XX</i>
<b>OTHER EXPERIENCE</b>	<b>Kappa Delta</b> <i>Active Member</i> <i>Vice President of Finance for 20XX Pledge Class</i> <ul style="list-style-type: none"><li>• Managed budget for all social, philanthropic, and fundraising events hosted by the 23 person pledge class</li></ul>	<i>January 20XX - Present</i> <i>January 20XX – March 20XX</i>
	<b>Ohio Union Catering</b> <i>Catering Server</i> <ul style="list-style-type: none"><li>• Explained menu and assisted guests in making dining decisions</li><li>• Served meals and responded to guest requests quickly and efficiently</li><li>• Assisted at large banquets and special university events, averaging 15 hours per week throughout the school year</li></ul>	Columbus, Ohio <i>September 20XX – May 20XX</i>
<b>ACTIVITIES</b>	<b>Slovenian Buckeye Society</b> <b>Assistant Coach for Summer Soccer Camp</b>	<i>September 20XX - Present</i> <i>June 20XX – August 20XX</i>
<b>COMPUTER SKILLS</b>	Adobe PageMaker, PhotoShop Web editing including: HTML, Dreamweaver, GoLive	

▪ This is a sample résumé ▪

# John M. Taylor

taylor.11@osu.edu · (558) 655-2626

## EDUCATION

**THE OHIO STATE UNIVERSITY**, Fisher College of Business  
*Bachelor of Science in Business Administration*  
*Specialization: Human Resources*

Columbus, Ohio  
May 20XX  
GPA: 3.45

## **EL COLEGIO de POSTGRADUADOS en CIENCIAS AGRARIAS**

*Agricultural Trade and Rural Development Study Abroad*

Texcoco, Mexico  
June 20XX – August 20XX

- Completed 20 hours of intensive coursework in Spanish
- Developed understanding of Mexican culture through time spent with host family in Texcoco and extensive travel to rural areas in Mexico and Central America

## EXPERIENCE

### **Northwestern Mutual Financial Network**

*Recruiting Intern*

Columbus, Ohio  
October 20XX – Present

- Recruit potential hires using LinkedIn, career fairs, and online job boards
- Assist in training 4 new employees and interns
- Interview possible new hires
- Represent Northwestern Mutual Financial Network at multiple career and job fairs

### **College of Dentistry, The Ohio State University**

*Office Assistant*

Columbus, Ohio  
February 20XX – November 20XX

- Adapted data spreadsheets using Microsoft Excel and PowerPoint presentations for various faculty and staff members
- Gained strong interpersonal communication skills in dealing with students, faculty, staff, and department heads
- Initiated a project to remodel the Student Directory
- Aided the Human Resource Director by assisting in a variety of tasks such as payroll and new employee processing

### **Ohio Union, The Ohio State University**

*Student Assistant*

Columbus, Ohio  
September 20XX – June 20XX

- Co-coordinated events such as BuckeyeThon
- Welcomed visitors at the information desk
- Aided students and staff regarding various pieces of information
- Created flyers displaying the many different events in the Ohio Union

## ACTIVITIES

- Member of the Human Resources Association
- Volunteer at Mid-Ohio Food Bank

January 20XX – Present  
September 20XX – Present

## **Benjamin Buckeye**

buckeye.4536@osu.edu  
(614) 596-9095  
5235 Beulah Road  
Cleveland, OH 86753

### **OBJECTIVE**

To obtain an internship in finance during the summer of 20XX

### **EDUCATION**

**The Ohio State University – Fisher College of Business**

Columbus, OH

*Bachelor of Science in Business Administration*

*May 20XX*

Major: Finance

Minor: Statistics

GPA: 3.67

Business Scholars Program

### **WORK EXPERIENCE**

**Five Guys Burgers and Fries**

Cleveland and Columbus, OH

*Cashier*

*September 20XX - Present*

- Take orders from customers and relay information to the cooking staff
- Assist the manager in evaluating daily profits
- Work quickly to assist up to 20 customers per hour

**Target**

Columbus, OH

*Seasonal Sales Associate*

*June 20XX - September 20XX*

- Organized inventory and ensured all products were not damaged
- Created displays to market seasonal styles and attract customers
- Addressed customer questions and needs and enhanced their shopping experiences

### **INVOLVEMENT**

**Jones Tower Hall Council, Secretary**

*September 20XX - Present*

- Write and distribute minutes from weekly meetings to 50 residents
- Organize miscellaneous files for the residence hall to ensure all policies are met
- Elected as one of only two first-year students to the executive board

**Fisher Citizenship Program, Member**

*August 20XX - Present*

- Attend events hosted by leaders of Fisher's student organizations to become involved within the Fisher Community

**OSU Club Soccer Team, Member**

*August 20XX - Present*

**Habitat for Humanity, Volunteer**

*March 20XX*

# First Last

999-999-9999 • buckeye.1@osu.edu • Local Street Address • Columbus, OH 43201

## Education:

### **The Ohio State University, Fisher College of Business**

*Bachelor of Science in Business Administration*

- Specializations: Finance and Accounting
- Self-financing 50% of tuition through merit based scholarships

**Columbus, OH**

*May 20XX*

GPA: 3.88 / 4.00

## Work Experience:

### **Curtiss Wright Corporation**

*Accounting Intern / Inventory Control Analyst*

- Performed cycle count and cycle count reconciliation of finished inventory to track inventory flow
- Conducted on-going review of finished inventory and work-in-process inventory to confirm accuracy
- Assisted finished stores supervisor, as required, with all inventory control duties
- Liaised between production control and planning for oracle related inventory issues

**Farmingdale, NY**

*June 20XX-August 20XX*

### **Kumon Learning Center**

*Learning Instructor*

- Instructed and mentored 300+ young, academically challenged students and assisted them with assignments and developing road-maps for success and their social skills
- Maintained relationships with 300+ parents by keeping them informed about child progress and served as their liaison to head instructors
- Contributed to a 43% increase in membership over 3 years with various promotional ideas and strategies, including the implementation of a referral discount and customer loyalty programs

**Rockville Centre, NY**

*January 20XX-August 20XX*

### **Mio Posto Ristorante**

*Staff Manager, Waiter*

- Oversaw a 15+ staff to maximize customer experience and retention
- Coordinated and managed parties of 40-300 people, including the preparation of menus, decorations, staff, and other
- Contributed to a 92% rating of “very satisfied” for customer service recorded from 1,000+ customer survey responses

**Oceanside, NY**

*June 20XX-August 20XX*

## Involvement:

### **Kappa Sigma Fraternity, Alpha-Sigma Chapter**

*Fundraising Chairman*

- Planned 3 new and unique fundraising events that cumulatively raised \$1,500+ for organization while driving community relations and generating positive publicity
- Contributed to organization’s first annual philanthropic concert, which sold 1,000+ tickets and raised \$5,000+

**The Ohio State University**

*April 20XX-Present*

*Recruitment Committee*

- Recruited 12 new members using targeted strategies designed to identify and attract desired potential members who exhibit good organizational fit

*August 20XX-Present*

### **Buckeye Coastal Connections**

*Founding Member*

- Founded a business networking community for students seeking opportunities on the American east and west coasts
- Initiated a marketing campaign for organization, resulting in 70+ new members

**The Ohio State University**

*January 20XX-Present*

### **Undergraduate Finance Association**

*Member*

- Attend weekly meetings to network and enhance knowledge of the financial industry

**The Ohio State University**

*January 20XX-October 20XX*

### **Ohio State Barbeque Club**

*Member*

**The Ohio State University**

*April 20XX-October 20XX*

▪ This is a sample résumé ▪

# First Last

999-999-9999 • buckeye.1@osu.edu • Local Street Address • Columbus, OH 43201

## EDUCATION:

**The Ohio State University, Max M. Fisher College of Business**

**Columbus, OH**

**Bachelor of Science in Business Administration**

*May 20XX*

- Specializations: Finance & Economics
- GPA: 3.94/4.00
- Dean's List 4 out of 4 semesters attended

### Honors Contract

- 1 of 20 students chosen for program designed to build critical thinking, problem solving and leadership skills through the development and presentation of a research thesis (Honors Research Distinction)

### Consulting Industry Clusters Program

- 1 of 30 students selected by faculty for highly competitive program that educates students in consulting and teaches critical thinking and problem solving skills through case studies and industry professional speakers

## WORK EXPERIENCE:

**Max M. Fisher College of Business**

**Columbus, OH**

**Educational Technology Professional**

*August 20XX-Present*

- Responded to technology inquires and troubleshoot submissions to provide assistance to students and professors
- Assisted 200+ users by troubleshooting issues and ensuring programs and presentations are running efficiently

**L.L. Bean**

**Columbus, OH**

**Sales Representative, Floor Lead, Store Opener**

*March 20XX-August 20XX*

- Supported store expansion initiatives by aiding in marketing campaigns, store set-up and design, employee training, and implementing customer service standards
- Engaged with customers to evaluate their experiences in order to strategize how they can be more efficient
- Streamlined new store operating systems while leading training sessions for new employees

**Ellsworth Golf Course**

**Hudson, OH**

**Caddy and Field Worker**

*March 20XX-August 20XX*

- Prepared and maintained course for tournaments and day-to-day play
- Developed 100+ relationships with customers to maximize their experiences and retention rates

## LEADERSHIP EXPERIENCE AND ACTIVITIES:

**Kappa Sigma Fraternity, Alpha-Sigma Chapter**

**The Ohio State University**

**Grand Procurator (Vice President)**

*February 20XX-Present*

- Head of internal judiciary system, risk management, house management, and scholarship for an organization with 108 active members
- Enhanced judiciary procedures through amendments to the organization's Constitution to administer punishments that add greater value to the community and university
- Restructured house management procedures to hold members more accountable for the use and cleanliness of the chapter house
- Spearheaded a capital campaign program by creating business plans, networking, and coming up with new and innovative ways of reaching out to alumni, raising \$1.1 million
- Allocated \$100,000 of fraternity budget to 7 committee chairmen after approving spending plans that align with the chapter's strategic goals

**Public Relations Chairman**

*November 20XX-April 20XX*

- Led the communication of events and updates through website management and 6 monthly newsletters to generate publicity for organization
- Created a monthly newsletter publication to communicate organization's events and accomplishments to 1000+ recipients, who include parents, alumni, school administrators, and national organization directors
- Coordinated organization's first annual philanthropic concert, which sold 1,000+ tickets and raised \$5,000+

**Member**

*April 20XX-Present*

- Volunteered 100+ hours for service projects and initiatives for the campus and local communities

## TECHNICAL SKILLS AND INTERESTS:

- Technical Skills: Microsoft Excel, Access, PowerPoint
- Interests: College Sports, Distance Running, Italian Cooking

## Verbs For Business Application Skills

### Clerical

approved	collected	executed	obtained	recorded	specified
arranged	communicated	filed	operated	registered	standardized
assisted	compiled	gathered	ordered	retrieved	systematized
catalogued	completed	generated	organized	reviewed	tabulated
categorized	corrected	implemented	prepared	routed	trained
charted	dispatched	incorporated	processed	scheduled	transcribed
classified	distributed	inspected	proofread	screened	updated
coded	documented	monitored	purchased	sorted	validated

### Creativity

acted	constructed	displayed	founded	invented	planned
adapted	created	drew	illustrated	modeled	revised
began	customized	entertained	initiated	modified	revitalized
combined	designed	established	instituted	originated	shaped
composed	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	

### Helping

adapted	assisted	demonstrated	familiarized	mentored	represented
advised	clarified	diagnosed	furthered	motivated	resolved
advocated	coached	educated	guided	prevented	simplified
aided	collaborated	encouraged	helped	provided	supplied
answered	contributed	ensured	insured	referred	supported
arranged	cooperated	expedited	intervened	rehabilitated	volunteered
assessed	counseled	facilitated	listened		

### Teaching

adapted	coordinated	enabled	focused	instructed	taught
advised	created	encouraged	guided	motivated	tested
clarified	critiqued	evaluated	individualized	persuaded	trained
coached	developed	explained	informed	simulated	transmitted
communicated	educated	facilitated	instilled	stimulated	tutored
conducted					

### Analytical & Financial

administered	assessed	computed	estimated	netted	reconciled
adjusted	audited	conserved	forecasted	planned	reduced
allocated	balanced	corrected	managed	prepared	researched
analyzed	budgeted	determined	marketed	programmed	retrieved
appraised	calculated	developed	measured	qualified	

### Critical Thinking

analyzed	coded	conducted	discovered	formulated	observed
appraised	compared	designed	examined	identified	recommended
assessed	compiled	developed	explored	inquired	researched
calculated	computed	devised	focused	interpreted	segmented
categorized	conceived	diagnosed	forecasted	investigated	solved
charted					

### Leadership

administered	contracted	enforced	incorporated	organized	replaced
analyzed	controlled	enhanced	increased	originated	restored
appointed	converted	established	initiated	overhauled	reviewed
approved	coordinated	executed	inspected	oversaw	scheduled

assigned attained authorized chaired charged considered consolidated	decided delegated developed directed eliminated emphasized	generated handled headed hired hosted improved	instituted led managed merged motivated navigated	planned presided prioritized produced recommended reorganized	secured selected streamlined strengthened supervised terminated
<b>Technical</b>					
adapted analyzed applied appraised assembled built calculated clarified collected compared compiled completed	computed conducted conserved constructed converted critiqued debugged designed detected determined developed devised	diagnosed engineered evaluated examined experimented explored extracted fabricated formulated functioned as gathered inspected	installed interviewed invented investigated located maintained measured operated organized overhauled printed	programmed refined regulated remodeled repaired replaced researched restored reviewed searched solved	specialized standardized studied summarized surveyed systematized tested trained transported upgraded utilized
<b>Organizational</b>					
achieved administered analyzed appointed approved arranged assigned assisted assumed responsibility attained authorized carried out catalogued categorized chaired channeled charted classified coded	collected compiled completed consolidated contracted controlled converted coordinated corrected corresponded delegated developed directed distributed eliminated emphasized enforced enhanced established	evaluated exceeded executed expanded filed generated headed hired hosted improved incorporated increased influenced initiated inspected instituted led logged	maintained managed mentored merged monitored motivated obtained operated orchestrated ordered organized oversaw pioneered planned prepared presided prioritized processed	produced provided purchased recommended recorded reduced registered reorganized replaced reserved resolved responded restored reviewed routed scheduled screened secured	selected standardized streamlined strengthened submitted succeeded supervised supplied surpassed systematized trained traveled updated utilized validated verified wrote
<b>Teamwork</b>					
accelerated accomplished achieved acquired activated adapted adjusted administered advised allocated analyzed	compared competed compiled completed composed computed conceived conducted confronted consolidated constructed	earned edited educated effected elicited employed encouraged endured enlisted entertained established	informed initiated inquired inspected installed instilled instituted instructed insured interpreted intervened	participated perceived performed persuaded planned predicted prepared prescribed presented presided processed	revised rewrote routed scheduled searched selected served serviced shaped shared simplified

annotated	contacted	estimated	interviewed	produced	solicited
anticipated	continued	evaluated	introduced	programmed	solved
applied	contracted	examined	invented	promoted	sought
appraised	convened	exchanged	inventoried	protected	specified
arranged	coordinated	executed	investigated	provided	stimulated
articulated	corresponded	exercised	judged	publicized	studied
assembled	counseled	exhibited	lectured	published	succeeded
assessed	created	expanded	listened	purchased	suggested
assigned	critiqued	expedited	located	questioned	summarized
attained	defined	experimented	maintained	recommended	supervised
authored	delegated	explained	managed	recorded	supported
balanced	delivered	explored	marketed	recruited	surveyed
briefed	demonstrated	facilitated	mastered	reduced	synthesized
budgeted	derived	financed	measured	regulated	systematized
calculated	designed	focused	mediated	reinforced	targeted
catalogued	detected	forecasted	modeled	rendered	taught
categorized	determined	formulated	modified	repaired	tested
chaired	developed	fostered	molded	reported	trained
changed	devised	grouped	monitored	represented	translated
channeled	diagnosed	guided	motivated	reproduced	tutored
charted	directed	identified	negotiated	researched	updated
clarified	discovered	illustrated	observed	resolved	utilized
coached	dispensed	implemented	obtained	responded	verified
coded	displayed	imposed	operated	restored	visualized
collaborated	distributed	improved	organized	retained	wrote
collected	drafted	increased	outlined	retrieved	
communicated	dramatized	influenced	oversaw	reviewed	

**Communication**

addressed	consulted	edited	involved	participated	resolved
advertised	contacted	elicited	joined	persuaded	responded
arbitrated	conveyed	enlisted	judged	presented	solicited
arranged	convinced	explained	lectured	promoted	specified
articulated	corresponded	expressed	listened	proposed	spoke
authored	debated	formulated	marketed	publicized	suggested
clarified	defined	furnished	mediated	reconciled	summarized
collaborated	described	incorporated	moderated	recruited	synthesized
communicated	developed	influenced	motivated	referred	translated
composed	directed	interacted	negotiated	reinforced	traveled
condensed	discussed	interpreted	observed	reported	wrote
conferred	drafted	interviewed	outlined		