

RESUMES AND CV'S: THE DIFFERENCE

Some people confuse resumes and *curricula vitae* (CV's) because they can be similar and employers may use the terms interchangeably. Some employers may ask for a CV when they actually wish to receive a one- to two-page document others would call a resume.

The primary differences are:

- purpose
- length
- content

To decide whether to submit a resume or a CV, you need to know what the employer, grant agency or graduate or professional school requires. Read application instructions carefully for directions. If the instructions are not clear, you might contact the organization for advice. It is important to note that employers and agencies in different countries have different requirements. At the point of completing a four-year college degree, your resume and CV may be the same.

RESUMES	CV'S
<p>Description</p> <p>A resume is a summary of your skills, experience and education related to the position for which you are applying. It is brief and concise.</p> <p>A resume is a synopsis of the most relevant professional experiences you have for the particular position for which you are applying.</p> <p>You may alter the resume when you are applying for different positions in order to emphasize different skills and experiences related to specific positions.</p>	<p>Description</p> <p>A <i>curriculum vitae</i>, Latin for “course of life,” is a longer, more detailed synopsis of your experiences than a resume. It is a comprehensive record of all your professional activities including education, teaching, publications, awards and others.</p>
<p>Purpose</p> <p>Typically a resume is used to apply for positions in business, industry, government and the nonprofit sector in the United States.</p>	<p>Purpose</p> <p>In the United States, a CV is used primarily when applying for academic positions such as faculty openings and assistantships; scientific or research positions; and scholarships, fellowships or grants.</p> <p>In Europe, the Middle East, Africa, or Asia employers expect a CV for jobs in any sector.</p>
<p>Length</p> <p>The resume is usually one to two pages for recent college graduates. For candidates with years of experience, the resume may be longer than two pages; it will depend on the field or industry and specific instructions from employing agencies.</p>	<p>Length</p> <p>In the United States there is no page limit to a CV. It is your whole professional life. If you are using a CV to apply for a position in a country other than the United States, check the requirements for that country.</p>
<p>Content</p> <p>There are many similarities between the categories on resumes and CV's. See the section in the Career Handbook, “Writing Your Resume or <i>Curriculum Vitae</i>” for a list of categories, page 20.</p>	<p>Content</p> <p>Since in the United States a CV is most often used to apply for positions in academia or research, it is important to include the following categories, in addition to those listed in a standard resume:</p> <ul style="list-style-type: none"> Presentations Publications Research Grants Assistantships/Fellowships Specialized Training Professional Memberships

WRITING YOUR RESUME OR CURRICULUM VITAE

Resumes* may vary in content as well as form, appearance, style and layout. It is important to remember that a resume is a personally written document that allows for some individual variation. It should present a positive image to the potential employer. Highlight your strengths by positioning the most important information related to your objective first and devoting the most space to it.

Many employers use optical scanners to enter resumes into databases and then electronically search for candidates using identified criteria. The same basic principles apply to all resumes. Everything that makes sense for computer scanners to easily “read” resumes makes sense for human readers, too. The simpler your resume, the better. Once a computer has selected your resume based on the identified criteria, a human will read it to make the final decision about contacting you for an interview.

If you are applying for positions in different industries, you may want to write a targeted resume for each industry.

*In this section the word “resume” is used to refer to both the resume and *curriculum vitae* (CV).

The following checklist is provided to assist you in drafting your resume:

GENERAL GUIDELINES

- Paper type:** 8 ½” x 11” quality bond paper with some cotton content. Use the same paper for your resume, cover letter and reference page.
- Paper color:** White paper is best for scanning; however, off-white, ivory or other lightly tinted paper could be acceptable. If you use a lightly tinted paper, it should make clear copies and have good contrast for readability by humans and scanners.
- Printing:** Use a high quality printer and use black ink only. Print on one side of the paper.
- Word process:** Word process your own resume. Do not use resume templates, programs or resume writing software.
- Length:** One-page resumes are generally expected for recent college graduates in all fields except teaching, where two pages may be necessary. Graduates with advanced degrees may also have two-page resumes. There is no length requirement for a CV in the United States. It can be as long as it takes to list all pertinent information. If you are using the CV to apply for a position in a country other than the United States, check the requirements for that country.
- Margins:** One-inch margins on both sides, left and right, are required. This means you will need to adjust the default margins of most word processing programs. Top and bottom margins should be equal, to center the text on the page, and between one inch and ½ inch to fit the information on the page.
- Point size:** Use a single point size throughout, size 10-12. Your name may be as large as 14-point. Some say point sizes up to 14 are acceptable for the body of the resume but, to the human reader, anything over 12 may appear as if you are just taking up space. Anything smaller than 10-point may be too small to be read.
- Font style:** Use one common, non-decorative font style throughout. The two most common styles are Times New Roman and Helvetica. A few other common fonts are Arial, Palatino and Calibri. Do not vary the font style within the resume.
- Italics and Underlining:** Do not use italics or underlined text. The letters may touch or run together and scanners may have difficulty recognizing the individual characters.
- Capital letters and Bold:** Capital letters and bold type may be used for effect and to grab the reader’s attention, but use them sparingly.
- Graphics and Shading:** Graphics and shading should not be used on a resume unless you are in a field in which creativity on a resume may be appropriate.
- Photographs:** Do not include a photograph when you apply for positions in the United States unless you are applying for acting positions. If you are applying to employers in countries other than the United States, check their application requirements. In some countries including a photograph is expected.
- Bullets:** You may use bullets that are solid, not hollow, in your “Experience” section. The text should be right next to the bullet or up to two blank spaces between, but not more. You will have to adjust the automatic spacing for bullets within most word processing programs because they place a full tab space between the bullet and text.
- Parentheses and Brackets:** Do not use parentheses or brackets. Scanners may interpret them as letters, numbers or punctuation and will not be able to “recognize” the text within them.

- ❑ **Lines:** Do not use lines, vertical or horizontal. Some scanners have been known to interpret the lines as page breaks and information may not get appropriately credited. Do not underline any text.
- ❑ **Wording:** Use industry-specific jargon and buzzwords. Maximize your use of keywords and words that define the requirements of the particular job you want to do. Consult job descriptions for ideas of words to use. Ask people in your target industry to review your resume to make sure you haven't missed anything. If you are applying for positions in different industries, you may want to write a targeted resume for each industry.
- ❑ **Format:** Put the most important categories first and in the most detail. Work keywords into the body of the resume. Use an outline format. Use phrases and lists, not full sentences. Begin all phrases with verbs. Do not use personal pronouns. No "I," "me," or "my" on the resume. Within each category, the entries should be listed with the most recent first.
- ❑ **Spacing:** Single space your entire resume. You may double space between sections if you have space.

There are several acceptable styles for organizing material in your resume; however, the following categories should be included:

CONTACT INFORMATION

- ❑ Place your name in all capital letters and in bold at the top of the page.
- ❑ If you will be at the same address for at least one year from submitting your resume, place your address, telephone number, email address and customized *LinkedIn* URL under your name.
- ❑ To conserve space you may divide your contact information across the top of the first page: street address, city and state on one side, telephone number and email address on the other.
- ❑ If you plan to leave your current residence within a year from submitting your resume, use two addresses. Your current address should be placed on the left side and, on the right side, place the address of someone who has agreed to accept your mail and will be at the address for at least one year. Most students use their parents' address but you don't have to. Under each address specify the dates until which you can be reached at your current address and after which you can be contacted at the other address.
- ❑ Do not bold your contact information.
- ❑ Remove hyperlinks for email addresses and web

pages.

- ❑ If your resume is two pages, place your name at the top of the second page with the words "Page 2."

OBJECTIVE VS QUALIFICATIONS SUMMARY

There are different schools of thought on whether to use an objective or a qualifications summary. If you know what a specific employer prefers, do that. If you fit one of the following categories of job seekers use an objective:

- entering the workforce for your first professional job,
- re-entering the workforce after an extended absence, or
- changing careers.

Objective

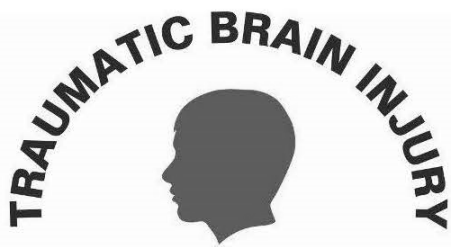
- ❑ Include an objective. Although some employers may not place importance on having an objective, many do. An objective helps the employer see that you have direction, that you've thought about what you want to do and you have a sense of what you are getting into.
- ❑ Everything on your resume should follow from and support your objective.
- ❑ An objective quickly identifies what you are interested in and assists the employer in making appropriate referrals.
- ❑ State the position you want or the type of work you want to do now. Say: "A summer internship in advertising." Do not say: "A summer internship in advertising where I can learn about the industry while contributing to the growth and advancement of a cutting edge company."
- ❑ If you have more than one objective, you may want to tailor separate resumes - each with different objectives.

Qualifications Summary

- ❑ The qualifications summary should state the expertise you have in a particular function and/or industry and your relevant abilities, skills or knowledge. The summary should not be more than 3-4 lines, 2-3 phrases. You might also want to highlight some of the information using bullets.

EDUCATION

- ❑ List the institution(s) where you have completed, or will soon complete, your education, with degrees or certifications in reverse chronological order, most recent first. Under specific circumstances you may list schools you attended but at which you did not complete a degree or certification.



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- Write “University of Minnesota Duluth” without any punctuation – there is not a comma or dash in the official name. Do not bold.
- Write out (do not abbreviate) and bold the correct name of your degree.
- On the same line as your degree, indicate the month and year you received it or will receive it. You do not need the words, “degree,” “anticipated,” or “expected.”
- Bold the subject names of your major(s) and minor (s). Do not bold the words “Major” and “Minor.”
- You may list honors and/or coursework under “Education” or you may create separate sections.
- Study abroad experience may also be listed in this section. List the name of the college or university where you studied, city and country. You may include a description of your study experience (e.g., names of courses, field experiences, living with a host family and additional travel).
- List your grade point average if it is 3.0 or higher and indicate it is on a 4.0 scale. For example, say: “3.3/4.0.”
- If your overall grade point average is not 3.0 but the GPA in your major or your last two years is, you may specify and list it.
- High school is usually not listed unless you are a freshman or sophomore seeking a summer or part-time position.

EXPERIENCE

- Experience may include paid and volunteer positions, full- and part-time work, internships and projects.
- If you have experience directly related to your objective, list it in a category with the specific name of the experience, such as “Sales Experience,” “Teaching Experience,” “Research Experience,” or “Management Experience.”
- Experience that is not exactly the same as your objective, but still has some relationship to it, may be listed in a “Related Experience” category.
- Experience that is not directly related to your objective but shows skills and abilities important to employers may be listed in a category titled “Additional Experience.”
- Within each “Experience” section, begin with the most recent experience.
- Listings should be formatted with your position title first, in bold. Your title should be a noun, something you could call yourself and should give

the reader some idea of the duties in the position. If you don't have a title or your official title doesn't adequately convey what you did, formulate one that does. If you have difficulty coming up with a title and to ensure the title is acceptable, you may want to consult your supervisor in the position. Be careful not to "over-inflate" the position (e.g., use "Custodian" rather than "Sanitation Removal Engineer").

- ❑ After your title, list the name of the organization with the city and state. Do not bold this information.
- ❑ Dates should be listed somewhere in the body of each entry. Be consistent with where and how you list the dates. Dates should not be listed on a margin. The dates should include only months and years, or just years.
- ❑ For each entry, briefly describe what you did in the position. Use skills statements to describe your experiences by beginning all lines with action verbs and using outcome/results statements with numbers, quantities and details to emphasize skills, accomplishments and knowledge. Tailor the description of your experiences to fit the job duties, responsibilities, and qualifications listed in the internship or job posting. Example: "Trained, supervised and evaluated 10 employees" rather than "responsible for supervising employees."
- ❑ Your descriptions may be formatted using bullets or paragraphs; choose one format and use it for all of your entries.
- ❑ Use present tense verbs to refer to the things you are currently doing. Describe things you have done and probably will not do again using past tense verbs. Do not use the "-ing" form of the verb.
- ❑ For each entry, list the descriptive statements in the order of importance or relevance to the position you are seeking, not in the order of the frequency of what you did or are doing.

OPTIONAL CATEGORIES

The following categories are optional; however, you may want to consider including them if they will strengthen your resume:

REFERENCES

- ❑ State "References available upon request" as a means of bringing closure and visual balance to the resume. Referring to your references indicates your resume has come to an end and there is not a missing page. If there is not enough space on the page, this may be omitted.

- ❑ If you include your references with your resume and cover letter, you may say, "References included" or "References enclosed."
- ❑ Obtain permission from the people whose names you intend to offer as references. These people should be familiar with your academic and/or work abilities.
- ❑ See page 67 for additional information about references.

PROJECTS

- ❑ Include a few lines describing any individual or group work you've completed for classes. List the title of the project first and then the description of what you did. Use action verbs and results statements as you do in describing entries in your "Experience" sections.

RESEARCH

- ❑ Include research projects, both individual or group, completed for classes, outside of class on your own, or with a professor (e.g., the Undergraduate Research Opportunities Program).
- ❑ List the title of the research with a description of what you did identifying software, equipment, or techniques. You might also include results and presentations and publication of results. If you are applying to graduate or professional school, you might also list the name of your research advisor.

HONORS

- ❑ Honors might include Dean's List for Academic Excellence, scholarships, awards, or special recognition. List the exact name of the award and the year it was received.

LICENSES AND CERTIFICATIONS

- ❑ Include licenses and certifications such as teaching license, professional engineering license or tests taken, First Aid, CPR or Water Safety Instructor if they are relevant to your objective.

PUBLICATIONS

- ❑ Include publications such as an article you co-authored with a professor or a poem you wrote that was included in an anthology.
- ❑ List the publication using the appropriate style of your field.
- ❑ Publications can be listed as "pending" if they have been submitted.

PRESENTATIONS

- Include presentations with title, audience, and year.

GRANTS AND FELLOWSHIPS

- List grants and fellowships with title and granting or employing organization.

MILITARY EXPERIENCE

- If you have military training and experience relevant to your objective, include the training under “Education” and the experience under “Experience.” If your military experience is not relevant to your objective, you may include a separate “Military” section.

PROFESSIONAL MEMBERSHIPS

- Include memberships in student groups and local or national organizations. These may also be included under “Activities.”

SPECIAL SKILLS

- You may want to list foreign language abilities, special licenses or certifications, computer knowledge, travel experience or other skills related to your objective.

ACTIVITIES

- Co-curricular and community activities, especially if they are related to your objective, can be extremely important. Participation in activities can point out your leadership and social skills and demonstrate your interests and energy level.
- If you held a leadership position in an organization, list the title of your position first and then the name of the organization.
- You may list dates, or not; just be consistent for all the entries within the section.
- List more interesting items and not the more mundane such as reading, walking and cooking. That’s like saying “breathing.”
- Include uncommon or unusual activities to generate interest and make you memorable.

Final tip: Always proofread your resume for visual quality, content and typographical or spelling errors. Better yet, have several people proofread your resume. You cannot proofread your own writing and expect to catch all the errors. You are too close to the product and because you wrote it, your mind’s eye will miss mistakes - you will see what you think you wrote, not what is actually written. Plan ahead. Do not expect to write your best resume overnight. Your resume is an essential tool in your job and internship search. Make it the best possible!

For assistance with your resume, visit the Career and Internship Services website for options.



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ACTION VERBS

Students are often too brief in their description of their skills, qualities and traits. Consult the following list of action verbs when writing your resume and describing your experience.

A helpful strategy for using these verbs:

1. Go through the entire list and check off all the action verbs (skills) employers in your intended field seek.
2. Go through the list a second time and check off all the verbs you have used in the experiences you are describing on your resume.
3. Note the words that you have checked twice. Incorporate into your resume (or cover letter) the words that best sell your skills and abilities.

accelerated	argued	charted	converted	discovered	established
accommodated	arranged	checked	convinced	dispatched	estimated
accomplished	ascertained	chose	cooperated	dispensed	evaluated
accounted for	assembled	clarified	coordinated	displayed	examined
achieved	assessed	classified	copied	disproved	excelled
acquired	assigned	closed	corrected	dissected	executed
acted	assisted	coached	correlated	distributed	exercised
activated	assumed	collaborated	corresponded	diverted	exhibited
adapted	assured	collected	counseled	drafted	expanded
added	attained	combined	counted	drew	expedited
addressed	attended	commissioned	crafted	drew up	explained
adjusted	audited	committed	created	earned	explored
administered	augmented	communicated	critiqued	edited	extended
admitted	authored	compared	customized	educated	extracted
adopted	authorized	compiled	dealt	effected	fabricated
advanced	awarded	completed	debated	elected	facilitated
advertised	balanced	composed	debugged	elevated	familiarized
advised	billed	compounded	decided	elicited	fashioned
affected	bolstered	computed	deciphered	eliminated	figured
aided	boosted	conceived	dedicated	employed	filtered
aligned	bought	conceptualized	defined	empowered	finalized
alleviated	brainstormed	concluded	delegated	enabled	financed
allocated	briefed	conditioned	deliberated	encouraged	forecast
allowed	brought	conducted	delivered	endorsed	foresaw
altered	budgeted	confirmed	demonstrated	enforced	formulated
amended	built	confronted	designated	engineered	forwarded
analyzed	calculated	consented	designed	enhanced	fostered
anticipated	calibrated	conserved	detected	enlarged	founded
applied	carried out	consolidated	determined	enlisted	fulfilled
appointed	catalogued	constructed	developed	enriched	gained
apportioned	caused	consulted	devised	ensured	gathered
appraised	centralized	continued	diagnosed	entered	generated
approved	certified	contracted	diminished	entertained	governed
approximated	chaired	contributed	directed	enumerated	graded
arbitrated	changed	controlled	disbursed	envisioned	greeted

grew	justified	performed	rectified	shaped	tracked
grossed	labored	persuaded	reduced	shipped	trained
guaranteed	launched	photographed	referred	sifted	transacted
guided	lectured	piloted	refined	simplified	transcribed
handled	led	pioneered	reformed	sketched	transferred
hastened	licensed	planned	regulated	sold	transformed
headed	linked	played	rehabilitated	solicited	translated
heightened	located	policed	reinforced	solved	transmitted
helped	logged	polished	rejuvenated	sorted	traveled
highlighted	maintained	predicted	related	sought	treated
hired	managed	prepared	remedied	spearheaded	tutored
identified	mapped	prescribed	remodeled	specified	uncovered
illustrated	marketed	presented	rendered	spoke	unearthed
imagined	mastered	presided	renovated	stated	unified
implemented	maximized	prevailed	reorganized	stimulated	updated
improved	measured	prioritized	repaired	stocked	upgraded
improvised	mediated	processed	replaced	straightened	validated
incorporated	mentored	procured	reported	strategized	verified
increased	merchandised	produced	represented	streamlined	visualized
indexed	minimized	profited	rescued	strengthened	welcomed
indicated	mobilized	programmed	researched	structured	won
inferred	modeled	projected	reserved	studied	wrote
influenced	moderated	promoted	resolved	submitted	
informed	modernized	proofed	responded	substantiated	
initiated	modified	proposed	restored	suggested	
innovated	monitored	prospected	retrieved	summarized	
input	motivated	protected	revamped	supervised	
inspected	multiplied	proved	revealed	supplemented	
inspired	navigated	provided	reviewed	supplied	
installed	negotiated	publicized	revised	supported	
instituted	netted	published	revitalized	surmounted	
instructed	observed	purchased	revived	surpassed	
insured	obtained	qualified	rewrote	surveyed	
integrated	officiated	quantified	routed	sustained	
interceded	opened	queried	sanctioned	synthesized	
interpreted	operated	questioned	satisfied	systematized	
intervened	orchestrated	quoted	saved	tabulated	
interviewed	ordered	raised	scheduled	tailored	
introduced	organized	rated	scouted	targeted	
invented	originated	realized	screened	taught	
inventoried	overcame	received	scrutinized	tended	
investigated	overhauled	recognized	secured	tested	
involved	oversaw	recommended	selected	theorized	
issued	participated	reconciled	served	tightened	
joined	perceived	recorded	serviced	totaled	
judged	perfected	recruited	settled	traced	

CATEGORIES AND EXAMPLES USING ACTION VERBS

PLANNING

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction.

Administered	Evaluated	Organized	Recruited	Scheduled
Anticipated	Forecasted	Planned	Rectified	Secured
Commissioned	Formulated	Prepared	Researched	Strategized
Determined	Identified	Prioritized	Reserved	Studied
Developed	Observed	Procured	Retrieved	Tailored
Devised	Obtained	Programmed	Revised	
Drew up	Ordered	Proposed	Routed	

ORGANIZING

Example: Coordinated weekly office schedules for 8 employees.

Acquired	Assigned	Copied	Incorporated	Sought
Activated	Authorized	Coordinated	Instituted	Straightened
Adjusted	Catalogued	Customized	Issued	Structured
Aligned	Centralized	Delegated	Linked	Suggested
Allocated	Charted	Designated	Logged	Tracked
Altered	Classified	Designed	Mapped	Unified
Appointed	Collected	Dispatched	Reorganized	
Arranged	Committed	Established	Selected	
Assembled	Confirmed	Facilitated	Simplified	
Assessed	Contracted	Implemented	Sorted	

EXECUTING

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures.

Acted	Completed	Filtered	Participated	Shipped
Administered	Conducted	Forwarded	Performed	Sold
Awarded	Displayed	Handled	Processed	Stocked
Billed	Distributed	Input	Produced	Transacted
Bought	Diverted	Installed	Proofed	Transferred
Brought	Entered	Insured	Prospected	Traveled
Carried out	Exercised	Labored	Proved	Treated
Chose	Executed	Merchandised	Reformed	
Collected	Exhibited	Operated	Serviced	

SUPERVISING

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%.

Adjusted	Correlated	Indexed	Officiated	Screened
Analyzed	Developed	Inspected	Overhauled	Scrutinized
Apportioned	Discovered	Judged	Oversaw	Supervised
Assessed	Enforced	Licensed	Policed	Supplied
Certified	Established	Maintained	Refined	Tightened
Compared	Examined	Measured	Regulated	Traced
Controlled	Explored	Modified	Reviewed	Updated
Corrected	Graded	Monitored	Revised	

LEADING

Example: Trained 20+ new employees in computer procedures over a 2-year period.

Accelerated	Employed	Hired	Minimized	Raised
Affected	Empowered	Influenced	Modernized	Recognized
Assumed	Encouraged	Initiated	Motivated	Spearheaded
Caused	Enlisted	Inspired	Obtained	Stimulated
Chaired	Envisioned	Involved	Opened	Strengthened
Changed	Fostered	Launched	Originated	Supervised
Conducted	Founded	Led	Piloted	Trained
Directed	Governed	Managed	Pioneered	Transformed
Disproved	Guided	Mastered	Presided	Visualized
Elected	Headed	Mentored	Promoted	Won

GETTING RESULTS

Example: Increased student participation by 25% over a 6-month period.

Accomplished	Constructed	Expanded	Increased	Qualified
Achieved	Contributed	Expedited	Innovated	Realized
Added	Delivered	Extended	Integrated	Received
Adopted	Demonstrated	Finalized	Introduced	Reduced (losses)
Advanced	Diminished	Fulfilled	Invented	Rejuvenated
Attained	Earned	Gained	Joined	Renovated
Augmented	Effected	Generated	Located	Restored
Boosted	Eliminated	Grew	Orchestrated	Resulted in
Built	Enlarged	Guaranteed	Overcame	Surpassed
Combined	Enlisted	Hastened	Perfected	Targeted
Completed	Ensured	Heightened	Prevailed	Uncovered
Consolidated	Excelled	Improved	Produced	

PROBLEM SOLVING

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6 to 2 days.

Alleviated	Debugged	Formulated	Replaced	Solved
Analyzed	Decided	Gathered	Resolved	Streamlined
Applied	Deciphered	Imagined	Revamped	Surmounted
Brainstormed	Detected	Investigated	Revitalized	Synthesized
Collaborated	Determined	Navigated	Revived	Theorized
Conceived	Diagnosed	Recommended	Satisfied	Unearthed
Conceptualized	Dissected	Remedied	Scouted	
Crafted	Engineered	Remodeled	Sifted	
Created	Foresaw	Repaired	Sketched	

QUANTIFYING

Example: Converted files from COBAL to JAVA in order to increase compatibility with current systems.

Accounted for	Compiled	Enumerated	Multiplied	Recorded
Appraised	Compounded	Estimated	Netted	Reduced
Approximated	Computed	Figured	Predicted	Tabulated
Audited	Conserved	Financed	Profited	Totaled
Balanced	Converted	Grossed	Projected	Upgraded
Budgeted	Counted	Increased	Purchased	
Calculated	Dispensed	Inventoried	Quantified	
Calibrated	Dispersed	Invoiced	Rated	
Checked	Earned	Maximized	Reconciled	

HELPING

Example: Provided academic support for 30+ at-risk primary school students through a comprehensive after-school program.

Accommodated	Coached	Endorsed	Modeled	Saved
Advised	Conditioned	Enhanced	Played	Served
Aided	Continued	Enriched	Polished	Sustained
Alleviated	Cooperated	Familiarized	Prescribed	Tended
Assisted	Counseled	Helped	Protected	Tutored
Assured	Dealt	Interceded	Provided	Validated
Attended	Elevated	Intervened	Rehabilitated	
Bolstered	Enabled	Mobilized	Rescued	

COMMUNICATING

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures.

Acted	Consulted	Highlighted	Published	Stated
Adapted	Convinced	Illustrated	Queried	Submitted
Addressed	Corresponded	Improvised	Questioned	Substantiated
Admitted	Critiqued	Indicated	Quoted	Suggested
Advertised	Debated	Inferred	Referred	Summarized
Allowed	Dedicated	Informed	Reinforced	Supplemented
Amended	Defined	Instructed	Related	Supported
Arbitrated	Deliberated	Interpreted	Rendered	Surveyed
Argued	Demonstrated	Interviewed	Reported	Synthesized
Ascertained	Drafted	Justified	Represented	Systematized
Authored	Drew	Lectured	Responded	Taught
Briefed	Edited	Marketed	Revealed	Tested
Clarified	Educated	Mediated	Rewrote	Transcribed
Cleared up	Elicited	Moderated	Sanctioned	Translated
Closed	Entertained	Negotiated	Settled	Transmitted
Communicated	Explained	Perceived	Shaped	Verified
Composed	Extracted	Persuaded	Sold	Welcomed
Concluded	Fabricated	Photographed	Solicited	Wrote
Confronted	Fashioned	Presented	Specified	
Consented	Greeted	Publicized	Spoke	

Adapted from the University of Iowa Pomerantz Career Center Career Guide.