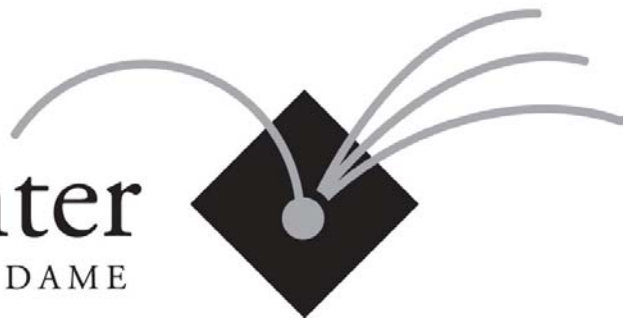


RESUME GUIDE

The Career Center
UNIVERSITY OF NOTRE DAME



DESIGNING YOUR RESUME

CONTENT

THE BASICS	Contact Information:	<ul style="list-style-type: none"> Name, Address, Phone, Email Probably include school and permanent addresses 			
	Objective:	<ul style="list-style-type: none"> Usually recommended, but if too general, better to omit 			
	Education:	<ul style="list-style-type: none"> Overall GPA (If < 3.0 ask Career Counselor) Major GPA, if significantly higher than overall Study abroad programs All other transferred schools and other schooling 			
	Experience:	<ul style="list-style-type: none"> Must include name, location, position title, and date Include jobs during college or last 2-3 years 			
	<i>Describing what you did:</i>	<ul style="list-style-type: none"> Action-packed verbs only to begin descriptions Short, sweet, to-the-point; enough to show off skill/accomplishment Result oriented and quantitative if possible Demonstrate transferable skills related to position you are seeking 			
	<i>Dates:</i>	<ul style="list-style-type: none"> Spell out for a more formal presentation (May 1999 – June 2000) 			
	General tips:	<ul style="list-style-type: none"> No personal pronouns (I, me, he, she, you, etc.) No personal names, unless name is well known or is employer Account for time gaps 			
THE OPTIONS	Category Headings:	<table border="0"> <tbody> <tr> <td> <ul style="list-style-type: none"> Objective Education Experience Internships Research </td> <td> <ul style="list-style-type: none"> Honors Skills Activities Service Relevant Courses </td> <td> <ul style="list-style-type: none"> International Experience Related Experience Additional Experience Publications Professional Development </td> </tr> </tbody> </table>	<ul style="list-style-type: none"> Objective Education Experience Internships Research 	<ul style="list-style-type: none"> Honors Skills Activities Service Relevant Courses 	<ul style="list-style-type: none"> International Experience Related Experience Additional Experience Publications Professional Development
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Order:	<p><i>First:</i> Name and contact information</p> <p><i>Second:</i> Objective</p> <p><i>Third:</i> Education</p> <p><i>Then:</i> It depends!</p> <ul style="list-style-type: none"> Emphasize most relevant skills and experience near the top 				

FORMAT

THE BASICS	Suggestions:	<ul style="list-style-type: none"> Avoid resume templates Select a resume type that best fits your information and desired emphasis May want different types and format for different employers Must fit on ONE page
	Placement:	<ul style="list-style-type: none"> Put most important information first (both on the page and within categories) Use tabs for lining up content – using the space bar rarely works!
EMPHASIS TOOLS	Font:	<ul style="list-style-type: none"> Easy to read, professional appeal (not typewriter style look) Font size should be between 10-12 point Name generally can be at least two point sizes larger Only one or two font styles and sizes should be used Avoid hyperlinks and color
	Bolding:	<ul style="list-style-type: none"> Use sparingly, too much bolding loses the effect Company name or job title, not usually both Not recommended for dates Gives definition to category headings
	Italics, Underlining, and Capitalization:	<ul style="list-style-type: none"> Can be very effective Use selectively with surrounding white space
	Bullets:	<ul style="list-style-type: none"> Can be very effective when used in selected sections Make sure all bullets are perfectly aligned No more than two levels of bullets – use same bullet character for same level of information
	Lines:	<ul style="list-style-type: none"> Can provide definition
	General:	<ul style="list-style-type: none"> Be consistent – keep the same style Emphasis tools are to direct the eye to the text, not to the tool

TYPES OF RESUMES

CHRONOLOGICAL

A chronological (or reverse chronological) resume organizes information by jobs/positions/experiences in *reverse chronological* order, with the most recent experiences first. It is the most commonly used format and is the easiest to write.

This resume format works well when:

- You are seeking an entry-level position
 - You have a steady history of employment related to the position you are seeking
-

FUNCTIONAL

A functional (or skills based) resume organizes information into *functional* groupings of skills or accomplishments.

This resume format works well when:

- You want to demonstrate a clear relationship between your skills listed and the position you are seeking
 - Your specific jobs or internships are not easily related to the position you are seeking
 - You have gaps in your employment history
-

COMBINATION

A combination resume organizes experiences in *reverse chronological* order within the *functional* categories. Experiences and skills can be tailored to fulfill the specific requirements of a position.

This resume format works well when:

- You want to highlight skills related to specific jobs
 - You want to emphasize relevant skills and information that connect your experiences
-

VISIT A CAREER COUNSELOR FOR A REVIEW OF YOUR RESUME!



248 FLANNER HALL

631-5200

CAREERCENTER.ND.EDU

SCHEDULED APPOINTMENTS (60 MINUTES): CALL 1-5200

WALK-IN APPOINTMENTS (15 MINUTES): MONDAY – FRIDAY; 1PM-4:30PM

CHRISTINA LENHARDT

christina.lenhardt.3@nd.edu

Current Address:

9521 Notre Dame Avenue
South Bend, IN 46565
(574) 281-5629

Permanent Address:

256 Lotus Park
Winston, VA 09251
(804) 829-5159

OBJECTIVE To obtain a position in commercial banking with an emphasis on corporate lending.

EDUCATION **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
Bachelor of Business Administration May 2006
Concentration: Finance
GPA: 3.2/4.0 Major GPA: 3.4/4.0

NOTRE DAME LONDON PROGRAM London, England
GPA: 3.8/4.0 Spring 2005

HONORS Notre Dame Scholar
Milton Ryker Scholarship

EXPERIENCE **FIRST BANK OF AMERICA** Winston, VA
Intern Summer 2005

- Collaborated with Branch Manager in daily operations.
- Evaluated student loan applications and made recommendations.
- Assisted in computer system change for loan department.

MERRILL LYNCH Winston, VA
Executive Assistant Summer 2004

- Assisted President and Vice President in organization of company newsletter.
- Edited their first issue on mutual funds.
- Performed clerical duties and conducted substantial usage of computer operations.

NBD BANK Winston, VA
Teller Summer 2003

- Served customers with various bank transactions.

ACTIVITIES Staff Reporter, *The Observer* (student newspaper)
Secretary, Finance Club
Volunteer, World Hunger Coalition
Volunteer Tutor, Literacy Council of South Bend
Volunteer, Center for the Homeless
Participant, Intramural sports

SKILLS *Computer:* Word, Access, Excel, HTML, PowerPoint
Language: Fluent in Spanish

MARIA D. PEREZ

13 Oak Drive, Apt. #45 • Notre Dame, IN 46556 • (574) 787-4567
10445 East 196th Street • Bronx, NY 10468 • (718) 933-5931
mdperez.5@nd.edu

- OBJECTIVE** Obtain a position within an internationally oriented company that will utilize a background in Latin American history, culture and language.
- EDUCATION** **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
Bachelor of Arts, May 2006
Major: **Political Science** Minor: **Latino Studies**
- HONORS** La Esperanza Honor Society, Fall 2004 to Present
Kellogg Latin American Area Studies Program Internship Award, Summer 2005
Study Group Leader, Pontificia Universidad Catolica Madre y Maestra, Dominican Republic,
Winter Break 2005
- RESEARCH**
- *The Relationship Between Dominicans and Haitians*, Pontificia Universidad Catolica Madre y Maestra, Winter Break 2005
 - *A Perspective on Cuban-Americans*, North American Congress on Latin America (NACLA), New York, NY, Summer 2004
 - *Latino Identity in the U.S.*, NACLA, Summer 2004
 - *The Economic History of Chile*, Micro/Macro Economics, Spring 2004
- INTERNSHIP**
- Intern, Washington Office on Latin America*, Washington, D.C., Summer 2005
- Prepared technical reports comparing and contrasting foreign policy changes for the Senators' Committee on Trade and Markets in South America.
- Intern, NACLA Report on the Americas*, New York, NY, Fall 2004
- Collected research and assisted with the development of a lecture series on the sociology of Cubans immigrating to the United States.
- EXPERIENCE**
- Guide, African, Latin, Asian and Native American Cultural Center*, Bronx, NY, Summer 2003
- Hosted tours and prepared special presentations for educational group visits.
- Sales Assistant, Self-Help Center*, New York, NY, Summer 2002
- Inventoried and prepared sales floor display of crafts and arts from over 60 developing nations. Exceeded sales goal for the season.
- LEADERSHIP**
- President*, Latin American Student Organization, Fall 2003 to Present
Captain, Hall Soccer Team, Fall 2005 to Present
Vice-President, La Esperanza Honor Society, Fall 2004 to Fall 2005
Co-Director, Potawatomi Indian History Program, Spring and Fall 2003
- SKILLS**
- Languages:* Fluent in **Spanish**; Proficient in **Portuguese**; Conversational in **Italian**
Computer: Microsoft Word, Excel, PowerPoint; Lotus 1-2-3; PageMaker

THOMAS SEAN CASSIDY

Current Address: 100 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9999
Permanent Address: 300 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9999
cassidy.32@nd.edu

OBJECTIVE Obtain a position in consumer product sales applying communication and leadership skills.

EDUCATION **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
Bachelor of Arts in Psychology May 2006
Major GPA: 3.51/4.0, Overall GPA: 3.27/4.0

ST. PATRICK'S COLLEGE Maymouth, Ireland
Notre Dame year of foreign study 2004-05 academic year

SKILLS

Sales and Marketing

- Assisted customers in organizing and purchasing clothing and sporting goods.
- Coordinated displays for various departments and store windows.
- Advised departmental buyer in inventory and purchase of merchandise in demand.
- Generated highest sales among salespersons for sporting goods store.
- Sold advertising space to local retailers for campus newspaper.
- Promoted availability of advertising to student clubs and organizations by conducting phone calls.
- Organized layout of ads in a timely manner.

Leadership and Interpersonal Skills

- Supervised residence hall floor of 50 men.
- Planned educational and social programs within the residence hall.
- Enforced university policy.
- Trained new summer employees in retail sales positions.
- Met deadlines for daily campus newspaper by interacting as a team member.
- Provided leadership and support as captain of intramural basketball team.
- Planned and promoted activities as President of residence hall.

EXPERIENCE **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
Resident Assistant 2005-06 academic year

THE OBSERVER (campus newspaper) Notre Dame, IN
Advertising Manager 2005-06 academic year

RICHMOND BROTHERS New Haven, CT
Sales Representative Summers 2003, 2004

THE PRO SHOP New Haven, CT
Sales Associate Summer 2002

ACTIVITIES

- Residence Hall, President, 2005-06
- Notre Dame Council on International Business Development, Internship Coordinator, 2003-04
- Intramural Sports (football and basketball), Participant, 2003-04

SERVICE

- Neighborhood Study Help Program, Tutor
- Big Brothers and Big Sisters of South Bend, Volunteer
- Madison Center, Student Volunteer

KIM DUBOND

Current Address:

475 Walsh Hall
Notre Dame, IN 46556
(574) 624-5629

kim.dubond.1@nd.edu

Permanent Address:

256 Lotus Park
Blooming, NJ 39251
(723) 333-5159

OBJECTIVE Obtain a position in public relations that will utilize communication and project management skills.

EDUCATION **UNIVERSITY OF NOTRE DAME**, Notre Dame, IN
Bachelor of Arts, Psychology, May 2007
GPA: 3.79/4.0 Dean's List: two semesters
NOTRE DAME MADRID PROGRAM, Madrid, Spain
Study abroad, Fall 2005

HONORS Notre Dame Scholar Kiwanis Scholarship

EXPERIENCE

Public Relations

OFFICE OF ALUMNI RELATIONS, Notre Dame, IN
Student Assistant Summer 2002 - Present

- Gain exposure to the communications and programming necessary to maintain strong relations with over 70,000 alumni.
- Provide assistance and information to alumni callers.

WORLD HUNGER COALITION, New York, NY
Executive Assistant Fall 2001

- Created and produced flyers and ads for on-campus publicity.
- Presented organizational purpose and needs at student meetings.

HALL COUNCIL, Notre Dame

Social Concerns Dorm Commissioner 2000 - 2001

- Raised funds to host Christmas party for disadvantaged children.
- Increased resident participation in service activities by 25%.

Project Management

EXCEL NOW!, Calico, NJ
Camp Counselor Summer 2000

- Planned and coordinated weekly and daily activities for 20 third graders.
- Managed disciplinary issues and long-term planning with 15 other counselors.

Customer Service

HESBURGH LIBRARY, Notre Dame, IN
Circulation Clerk Fall 2001

NBD BANK, Blooming, NJ
Teller Summer 2000

SKILLS

Computer: HTML, PowerPoint, Word, Access, Excel
Language: Proficient in **Spanish**

ACTIVITIES

Women in Business
Intramural Sports (soccer, basketball)

LAURA A. ANDERSON

lauraa@student.nd.edu

Current Address:
1 Bulla Rd.
South Bend, IN 46637
574-631-1482

Permanent Address:
123 Canterbury Dr.
Burlington, VT 05401
802-555-2802

- OBJECTIVE** To obtain a mechanical engineering position in the healthcare industry utilizing my communication, project management, and problem solving skills
- EDUCATION**
- University of Notre Dame** Notre Dame, IN
Bachelor of Science May 2006
Major: Mechanical Engineering GPA: 3.29/4.0
- University of Notre Dame London Program** London, England
International Studies Fall 2004
- INTERNSHIP**
- General Electric Healthcare** Waukesha, WI
Service Engineer Summer 2005
- Led six-person cross-functional team to develop and implement a magnetic resonance (MR) system packaging configuration which reduced annual materials and labor costs by ~\$150K
 - Streamlined MR calibration process by driving integration of new service tools and restructuring the process flow to reduce theoretical MR installation time by seven percent
 - Applied lean principles in developing new installation process for MR equipment, resulting in ~\$100K cost reduction and 83% installation time reduction
 - Conducted on-site audit of MR system installation to provide a baseline for validation of upcoming life cycle staging pilot
- EXPERIENCE**
- Orthopedic Biomechanics Laboratory** Notre Dame, IN
Undergraduate Research Assistant Spring 2004, Spring 2005
- Executed first phase research and design of bio-mimetic meniscus implant (human knee)
 - Collaborated with undergraduate team to adapt design of minimally invasive implant (human hip) for small-scale testing and to develop live-bone analysis procedure for small-scale implant prototypes
- University of Notre Dame College of Engineering** Notre Dame, IN
Peer Mentor 2003-2004 Academic Year
- Instructed and advised 25 students in the course material of Introduction to Engineering Systems
 - Designed and maintained section webpage
- LEADERSHIP**
- Vice President*, Joint Engineering Council 2005-2006 Academic Year
Representative, London Student Advisory Council 2004-2005 Academic Year
Speaker Committee Chair, Society of Women Engineers Spring 2004
- ACTIVITIES**
- Career Fair Committee Member*, Engineering Industry Day Fall 2005
Volunteer, Appalachia Spring Break Service Learning Seminar Spring 2004
Admissions Ambassador, University of Notre Dame 2002-2004
- HONORS**
- Notre Dame Scholar
National Merit Finalist
- COMPUTER** MATLAB, Ansys, C++, Pro/E, Microsoft Office

NATHAN J. MOORE

Current Address: 12345 Keenan Hall • Notre Dame, Indiana 46556 • (574) 634-1000 • nmoore@nd.edu

Permanent Address: 12345 Beach Street • San Diego, California 92186 • (650) 865-9790

OBJECTIVE To obtain an internship in research at a leading biotechnology company.

EDUCATION **UNIVERSITY OF NOTRE DAME** Notre Dame, Indiana
Bachelor of Science, Biological Sciences, May 2007
GPA: 3.33

Relevant Course Work:

General Chemistry I&II (and lab)	Organic Chemistry I&II (and lab)
Classical & Molecular Genetics (and lab)	Molecular Cell Biology (and lab)
Developmental Biology	Environmental Chemistry

COLLEGE OF CHARLESTON Charleston, South Carolina Summer 2005
Topics covered the physiology and molecular biology of marine organisms

RESEARCH & PRESENTATIONS **Moore, N.J.** December 2004. Isolation and Characterization of *rdgB^{AD}* Mutant Allele Resulting in Retinal Degeneration in *Drosophila melanogaster*. Instructor-guided project for Genetics course.

Adams, G.N., **Moore, N.J.**, and Professor, X.Y. May 2005. Intercellular Motility of *Autographa californica* M nucleopolyhedrovirus via F-Actin in *Trichoplusia ni*. Poster presentation at Undergraduate Research Symposium, University of Notre Dame.

LABORATORY SKILLS	Genomic DNA Isolation	PCR Amplification
	Transformation	Plasmid DNA Isolation
	Restriction Analysis	Gel Electrophoresis
	Southern Blotting	Automated DNA Cycle Sequencing
	Immunocytochemistry	Mammalian Cell Culturing
	Immuno-Blotting (Western Blot)	Light/Fluorescence Microscopy
	Mammalian Cell Transfection	Photomicroscopy

EXPERIENCE **INTRODUCTION TO BIOLOGY LABORATORY** Notre Dame, Indiana
Teaching Assistant (Spring 2005)

- Taught two sections of lab to 25 first year biology majors.
- Collaborated with a team of undergraduate teaching assistants to prepare labs, answer questions during lab sessions, and grade assignments covering a broad range of biological science topics.

SCRIPPS HOSPITAL LaJolla, California
Emergency Department Volunteer (Summer 2004)

- Assisted nurses at front desk with administrative duties.
- Observed physicians and nurses completing medical procedures.

MATT MILES

Current Address: 100 Drenth Drive • Notre Dame, IN 46556 • (574) 631-9421 • mmiles25@nd.edu

Permanent Address: 300 Drenth Drive • Notre Dame, IN 46556 • (574) 631-9421

OBJECTIVE To obtain a full-time engineering position in the communications industry applying teamwork and leadership skills.

EDUCATION **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
Bachelor of Science, Electrical Engineering, May 2006
Overall GPA: 3.123/4.0

RELEVANT COURSES Signals and Systems Semiconductors I & II Magnetic Fields and Waves
Neural Networks Electrical Circuits I & II Communication Systems

EXPERIENCE **OFFICE OF INFORMATION TECHNOLOGY** Notre Dame, IN
Computer Cluster Consultant, Summer 2005

- Provided technical assistance to lab users regarding the use of printers, scanners, computers and software applications.
- Maintained printing facilities and Linux, Solaris and Windows machines.

NCAA ATHLETICS **UNIVERSITY OF NOTRE DAME VARSITY BASKETBALL TEAM**
Forward, 2002-Present

Teamwork:

- Helped lead team to four consecutive 20+ win seasons and berths in NCAA tournament
- Developed communication skills while working with eleven team members
- Set and achieved individual targets that fostered ultimate team goals

Leadership:

- Selected as a senior Captain by members of team
- Served on Student Athletic Advisory Council
- Represented the university at various alumni events

Character:

- Accustomed to performing at under pressure situations
- Established strong work ethic necessary to perform at a high level
- Successfully balanced academic and athletic time commitments

ACTIVITIES *Planning Committee Member*, Freshmen Retreats, 2002-2003
Eucharistic Minister, Sacred Heart Basilica and Stanford Hall, 2002-Present
Overnight and Day Host, Notre Dame Prospective Students, 2001-2003
Volunteer, Urban Plunge (New York, NY), December 2001
Volunteer, Habitat for Humanity, Spring Break 2004

CATHERINE SHARP

catsharp@nd.edu

Current Address:
754 Farley Hall
Notre Dame, IN 46556
(574) 631-9999

Permanent Address:
256 Lotus Park
South Bend, IN 46617
(574) 829-5159

OBJECTIVE To obtain a management internship applying strong leadership, interpersonal, and writing skills.

EDUCATION **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
Bachelor of Business Administration May 2009
Concentration: Management
GPA: 3.6/4.0

JOHN ADAMS HIGH SCHOOL South Bend, IN
GPA: 3.9/4.0 June 2005
Class Rank: 3/267

HONORS Notre Dame Scholar
Joseph Boland Award
National Merit Scholar Semi-Finalist

EXPERIENCE **ROBINSON COMMUNITY LEARNING CENTER** South Bend, IN
Tutor Summer 2005

- Tutored children ages 8-10 in math and science concepts
- Assisted adults learning English with basic reading and writing skills
- Performed clerical duties and developed promotional materials for center

SOUTH BEND PARKS AND RECREATION DEPARTMENT South Bend, IN
Head Lifeguard Summers 2002-2004

- Ensured safety of patrons by guarding up to 100 children
- Managed and coordinated schedules of 6 lifeguards

ACTIVITIES Staff Reporter, *The Observer* (student newspaper)
Member, Management Club
Participant, Intramural sports
Secretary, National Honor Society (John Adams High School)
Treasurer, Student Government (John Adams High School)
Captain, Volleyball team (John Adams High School)

VOLUNTEER World Hunger Coalition
Literacy Council of South Bend
St. Joseph Regional Medical Center

SKILLS Computer: Word, Access, Excel, PowerPoint, HTML
Language: Proficient in Spanish

SAMPLE HEADINGS
(MAKE IT PERSONALIZED)

Jenna Drenth

Current Address: 100 Drenth Drive • Notre Dame, IN • 46556 • 574/631-9421 • jdrenth@nd.edu
Permanent Address: 300 Drenth Drive • Notre Dame, IN • 46556 • 574/631-9421

JENNA DRENTH

Current Address: 100 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421 • jdrenth@nd.edu
Permanent Address: 300 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421

JENNA DRENTH

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Permanent Address: 300 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421

JENNA DRENTH

100 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421
jdrenth@nd.edu

JENNA DRENTH

Current Address: 100 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421 • jdrenth@nd.edu
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Jenna Drenth

Current Address: 100 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421 • jdrenth@nd.edu
Permanent Address: 300 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421

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Permanent Address: 300 Drenth Drive • Notre Dame, IN • 46556 • (574) 631-9421

SAMPLE OBJECTIVES

- ▶ Obtain a full-time position in the field of journalism that involves editing, reporting, or designing publications
- ▶ Seeking a government internship in public policy analysis
- ▶ Obtain a position in business consulting applying analytical and leadership skills
- ▶ Secure a position in the retail industry that utilizes a marketing and communications background
- ▶ A management position in the area of corporate development with a major investment firm
- ▶ Obtain international business experience in export/import trade
- ▶ Seeking a position in alumni relations focusing on expanding donor relations and developing strategic communication pieces
- ▶ Seeking a project management position in an innovative engineering firm
- ▶ Seeking a teaching position that requires a second language and cultural sensitivity
- ▶ Obtain a summer internship with a major newspaper or magazine that requires creativity and strong organizational and communication skills
- ▶ A programmer or analyst position in the computer industry with emphasis on systems analysis and design
- ▶ Obtain a full-time position in management information systems that involves consulting, testing, or programming
- ▶ Obtain a staff accountant or auditor position in a public accounting firm leading to attainment of CPA certification
- ▶ Seeking a sales position in the pharmaceutical industry utilizing strong communication and leadership skills

ACTION VERBS

accelerated	collaborated	encouraged	inspired	planned	sent
accommodated	collected	enlisted	instructed	prepared	served
accomplished	combined	ensured	interpreted	presented	set
accounted for	compiled	entered	interviewed	processed	shipped
achieved	completed	established	invented	procured	showed
acquainted	computed	estimated	inventoried	produced	sold
acquired	condensed	evaluated	invested	profited	solved
adapted	conducted	examined	investigated	programmed	sought
added	conferred	executed		projected	specified
adjusted	consolidated	expanded	joined	promoted	spoke
administered	constructed	expedited	judged	proofed	sponsored
advertised	consulted	explained		proposal	stabilized
advised	controlled	explored	keyed	proved	started
advocated	converted	extended		provided	stopped
aided	convinced		laminated	publicized	straightened
altered	coordinated	facilitated	launched	published	streamlined
analyzed	copied	familiarized	lectured	purchased	strengthened
anticipated	corrected	filed	lead		studied
applied	counseled	forecast	learned	qualified	submitted
appraised	counted	foresaw	led		suggested
approved	created	formulated	liaisoned	rated	summarized
arbitrated	critiqued	fostered	logged	recommended	supervised
arranged		found		received	supplemented
assembled	debated	founded	maintained	recognized	surpassed
assessed	decided		managed	recorded	
assisted	defined	gained	marketed	recruited	taught
assumed	delegated	gathered	maximized	reduced	terminated
attached	delivered	generated	measured	referred	tested
attained	demonstrated	governed	medicated	regulated	trained
attended	designed	graded	merged	reorganized	transferred
augmented	detached	greeted	modified	repaired	
authored	determined	grouped	monitored	replaced	unified
	developed	guaranteed	motivated	reported	upgraded
	devised			represented	updated
balanced	directed	handled	negotiated	researched	utilized
bolstered	disclosed	heightened	notified	resolved	
briefed	discovered	helped		restored	worked
budgeted	dispatched	highlighted	observed	restructured	
built	displayed		obtained	resulted in	
	distributed	identified	opened	returned	
calculated	drafted	illustrated	operated	revealed	
catalogued	dramatized	implemented	orchestrated	reviewed	
caused		improved	ordered	revised	
chaired		incorporated	organized		
changed	earned	increased		saved	
charted	edited	informed	participated	scheduled	
checked	educated	initiated	perceived	screened	
circulated	elected	innovated	performed	scrutinized	
classified	eliminated	inspected	persuaded	selected	
cleared up	employed				