

# Resume and Cover Letter Tips

## Name and Education

- Your name should be clearly visible and probably two points bigger than the rest of the text.
- Use only one address; two may be confusing to the employer.
- E-mail should not be hyperlinked if sending hardcopy; e-mail address should be professional and based on your name.
- Consider adding a relevant web address or link to your LinkedIn profile.
- UMass is a nickname; write out "University of Massachusetts Amherst" every time (no "at," "-", or "," in the name).
- Include GPA if 3.0 or higher. If below a 3.0, do not include – put the focus on your skills and experience instead.

## Formatting Basics

- Resumes must be clean, concise and consistent with no typos or errors of any kind.
- One page in length (unless you have enough relevant experience to fill more than half of a second page).
- Use a single, commonly-used font such as Calibri, Tahoma, Arial; size should range between 10 and 14.
- Dates are in reverse chronological order using the end of each date range (8/2015-5/2016 comes before 1/2016-4/2016).
- Margins should be 1 inch on all sides. If you cheat the margins, do not go below a ½ inch.
- Italics, columns, parentheses and underlines can be problematic for scanners; bold and all-caps read fine.
- When emailing, attach as a PDF that is titled with your name.
- Allow for white space. Too much black type on a page looks busy; not enough looks unqualified. Make sure there is a good balance. The best resumes aim for 50% white space as an ideal.

## Content Basics

- Every entry in the "Experience" sections needs a title, company, location and dates. The order is a strategic decision that then must be consistent under each heading.
- Use descriptive titles (i.e. Intern = Software Design Intern). Major titles are capitalized (e.g., lifeguard = Lifeguard).
- Start descriptions with active verbs, preferably the verbs from the job description. Describe your accomplishments and skills as they relate to the desired position; don't just list "job duties".
- No articles or pronouns (a, an, I, them, their, etc.). The goal is to save space, not to fulfill grammar "rules".
- Use as many numbers as possible (Supervised group of 13 children, Managed budget of \$15,000).
- If currently holding a position, use present tense (i.e. "collaborate," not "collaborating"). Otherwise use past tense.
- Well known abbreviations only (e.g., "CPR," not "ASB"). If in doubt, spell it out.

## Possible Section Headings

(Make strategic choices based on your audience and the job description.)

- |                         |                            |                    |
|-------------------------|----------------------------|--------------------|
| • Relevant Experience   | • Teaching Experience      | • Relevant Courses |
| • Additional Experience | • Independent Projects     | • Software Skills  |
| • Languages             | • Laboratory Skills        | • Field Skills     |
| • Community Service     | • International Experience | • Research         |
| • Honors and Awards     | • Certifications           | • Technical Skills |
| • Leadership            | • Campus Activities        | • Presentations    |

## Other Important Resume Concerns

**An Objective...** is not mandatory. It is the shorthand version of a cover letter, so if you are using a cover letter, the objective is redundant and takes up space. No-cover-letter situations such as career fairs, networking, conferences or posting your resume online are GOOD times to use it as it can briefly highlight the kind of position you are looking for.

**Profiles and Summaries of Qualifications...** are not mandatory. A Profile Summary acts as a headline to attract your reader. However, when displaying your skills, it is more effective to “show it” than to “say it.” Consider that many employers just skip down to the first experience section. Depending on your skills and the job description, it may be better to leave out the summary and spend your limited time and space detailing how you can solve their problems in your experience sections.

### Degree or University Name First?

In most cases, highlighting “University of Massachusetts Amherst” gives you a starting advantage that other applicants may not have. However, if you are applying for a position that is open to a range of majors, you may want to highlight your major as a way of distinguishing yourself from other applicants. Ask yourself which one has better market value for your situation.

### Relevant Skills

Think of including coursework, lab techniques, class projects and large research papers as ways to demonstrate your relevant skills. Focus on courses relevant to employer (do not use basic courses or course numbers).

**Awards and Honors...** may not mean what you hope they will to an employer. For example, “Awarded the Mary Jane Scholarship freshman year 2016.” Why did you receive this award? What is your message to the employer by having this on your resume? How are you demonstrating value, skills or abilities by including this?

**Dates...** belong toward the right-hand side of the page because the left-hand side is where people scan first and dates are never more important than your experiences.

### Proper Names in Resumes

Leave names of supervisors out of the body of a resume, unless the employer knows the person. However, if you are putting research experience on your resume, include your Principal Investigator’s name and a brief description (or bulleted list) that first describes the project, and then explains **your** role and accomplishments within the project. Focus on achievements, not just duties, and always show results, including measures of success whenever possible.

### CV vs. Resume

A Curriculum Vitae is used in academia, and often includes section like Publications, Research Experience, and Teaching Experience. Most undergrads will not need a CV until they apply for graduate school. In theory a CV would include all jobs you have ever had. A resume represents only experiences that are relevant to the position for which you are applying. Science CVs should also only include relevant experiences on them.

### Hobbies/Activities

Is there a connection between you mentioning skiing and membership on the Quidditch team to the skills and accomplishments you say you have acquired on your resume? If so, what is it? You have to tell the reader why the activity or hobby is on the resume. If it is not connected, why have it on there?

### References Available Upon Request

Use this only if you have nothing else more important to say, and you want to finish your formatting or you have extra space.

### Going Beyond the Paper Resume

<https://about.me/> Make a simple and visually elegant landing page that points visitors to your content from around the web. <http://www.wordpress.org/> offers free web software you can use to create a website or blog. <http://www.onlineidcalculator.com/result.php> Google yourself using “Your Name” surrounded by quotation marks. This online calculator will determine what your online identity is and how to change it if it is not what you want it to be.

### Privacy Tips for Online Applications

For comprehensive advice turn to Privacy Rights Clearinghouse at <http://www.privacyrights.org/> to learn about what information to/not post online, consumer protection, identity theft, and safeguarding your financial data.

# Successful Cover Letter

The **purpose** of your cover letter is to:

- ✓ Clearly route your resume to the right contact person for the job opening.
- ✓ Show how your skills/experiences **MATCH** the job description.
- ✓ Show you can communicate professionally in writing.
- ✓ Reflect your positive attitude, personality, motivation and enthusiasm.

Whenever you send a resume or application to a potential employer, you must include a cover letter if the employer requests it. Providing a customized cover letter is always a good idea to do it even if not required (Unless they state otherwise). The cover letter is your chance to advocate for why you are right for the position, which can really help get you to the interview stage. If you can only upload one item, consider making your cover letter an additional page of your resume document, then upload that single document (resume-and-cover-letter combined) to the employer.

It is crucial that for **EVERY** position for to which you apply, you create a newly customized resume and newly written cover letter, consciously tailored to the requirements of that specific internship or job. To do this, you must analyze the wording of the posted description, read the company website in full, research the company online, and make some educated guesses to determine exactly what the employer wants. **Translate your experience into their language, even using the exact words in the job description.** Present yourself in their terms. It is the **ONLY** way an employer will recognize you as the best fit for the position.

## The 4 Steps of Cover Letter Writing

**Step 1:** Print and read the job description carefully and look for key words/phrases throughout all parts of the job description. Confirm that you have at least some of the desired or preferred skills, and that you fulfill most of the requirements listed such as class year or years of experience. Take a moment to visualize yourself in this job.

**Step 2:** Highlight all key words or phrases. You will use these to construct your sentences, using the exact wording chosen by the employer. **The CNS Career Center (Morrill III, Room 215) has worksheets that can help you** to analyze the position description, fine tune your resume, and build a customized cover letter that truly addresses the employer's needs in the best way possible. **Stop by our resource library during business hours, or make an appointment for one-on-one help with this process.**

**Step 3:** Take each key word/phrase from the description, and come up with your best evidence that you have a matching skill or relevant experience. If they are looking for someone with good communication skills, think about a specific example you can give from your own work/personal experiences to show (not just tell) the employer you have developed "good communication skills." Create sentences which showcase your match for every key word/phrase that you have chosen. (e.g. "My ability to communicate clearly, both verbally and in writing, was developed during my time as a customer service assistant at Barnes & Noble. I also received an A grade in my Public Speaking course.")

**Step 4:** Starting with your strongest matches, arrange these sentences into paragraphs. Prioritize your paragraphs according to your most relevant experiences, and how they match what the employer has said are their most important needs. Separate paragraphs with a line return. See "The Structure of the Cover Letter" for important formatting details.

### **Proofread! Proofread! Proofread!**

**The number one reason employers throw away application materials is spelling errors and typos!**

Avoid relying on spellcheck. Instead, read backwards from the end. If a word looks wrong, then it probably is.

# The Structure of the Cover Letter

My Address  
My Address

Today's Date

Company Name  
Company Address  
Company Address

## The Formatting:

Left-hand justified with margins set 1 inch uniformly or business-style (left-hand justified at 1.25 inches).

Dear (insert the correct contact person's name here, or if not available, use "Dear Search Committee, Hiring Manager, Internship Coordinator" etc.):

### First Paragraph—Must-Haves:

- ✓ Identify the position you are applying for or the purpose of the letter if it is a cold contact/internship opportunity.
- ✓ State where you saw the job/internship advertised.
- ✓ Introduce yourself by your major(s), university, and your future year of graduation.
- ✓ Demonstrate your knowledge of the company by including a reference to the organization, and how their mission overlaps with your major and your interests.
- ✓ Relay your passion and enthusiasm for the job. The best workers are the ones who can show that they most want the job!

### Second Paragraph Should: (You may have more paragraphs depending on the content.)

- ✓ Describe how you meet the specific needs of the employer by providing evidence of your related skills and experiences.
- ✓ Give specific examples of how your **strongest** qualifications match the position requirements.
- ✓ Elaborate further on the most important qualifications presented in resume.
- ✓ Use short narrative examples and showcase how your skills and experience are an excellent match for the position.
- ✓ Demonstrate your strong writing skills as well as your ability to read the job description closely and carefully with attention to detail.

### Closing Paragraph—Must-Haves:

- ✓ Distinguish yourself from other candidates by summarizing the main advantages you bring to **this** employer if hired for **this** position.
- ✓ Thank the employer for the time and consideration given to your application.
- ✓ Suggest a plan of action (invite questions and the opportunity to talk further about **what you can do for them**; indicate how you will follow up in a specific timeframe).

Sincerely,

My Name (typed)



Your name signed in pen here if hard copy. If emailed, eliminate the extra space. TIP: Your neatly written signature, scanned once to a JPG file, can be added to your Word document, and used on all future cover letters.

# Sample First Year Resume and Cover Letter

## Customized to the Specifics in the Opportunity Description

### Sample Volunteer Description

#### Massachusetts Community Water Watch

- Students will **collect, identify, and analyze samples**. During the field days, students will gather and split into teams to collect samples, do **shoreline surveys**, and learn about the issues.
- A smaller group of students will further **catalog** and analyze the samples taken from the river. Students will **interpret data** and **present it in graphs**, with the ultimate goal of **creating a map of species populations overlaying** an aerial map, with photos of species samples and habitat. This information will be published on a website and in a report that will be delivered to media, as well as turned into an **educational curriculum for schools**.
- Students will **work with local nurseries** and the campus to **gather plant materials and supplies** for a planting event on Earth Day. Students will **coordinate volunteers, visibility, and media for the event**.
- River Monitoring Workshop Students will **organize field days** in which students will learn why and how to perform water quality testing and shoreline surveys. Days will include expert speakers and education on water quality issues.

### Sample Cover Letter

627 N. Pleasant St.  
Amherst, MA 01003

September 5, 2019

Volunteer Coordinator  
Massachusetts Community Water Watch  
44 Winter Street  
Boston, MA 02108

Dear Volunteer Coordinator:

This letter is to apply for work as a volunteer with Massachusetts Community Water Watch, an opportunity I found through the Office of Civic Engagement and Service-Learning at the University of Massachusetts Amherst. I am a first year student with interests in biology and environmental conservation.

In my lab classes, I regularly practice **collecting** pond water **samples**, and **analyzing them** to **identify organisms**. As a member of the Computer Science Club I learned how to use Excel to **catalog findings** and **create graphs**. While I have not yet **created a map showing species population** distribution, my final project for a nature conservation course is giving me the chance to **read map overlays** as I summarize a case study of the Quabbin Reservoir.

With my experience as a camp counselor, I am comfortable creating and running fun outdoor **group activities**. When I was assigned by my supervisor to serve in the role of Head Counselor I was able to **coordinate** and collaborate with other counselors to **organize** an all-day hike.

After 3 years on the debate team, I feel confident when **presenting educational topics** to a young audience. As **team** President I organized a successful marketing campaign to increase the **visibility** of our team activities, including an interview with local **media**.

In addition to furthering my interest in biology through this internship, I look forward to using my organizational and leadership skills to assist the environment. Thank you for your time and consideration.

Sincerely,

Claire Lakes

*Lacking a key skill?  
Don't ignore it and hope they  
won't notice. Explain what  
you've done that's related,  
and express an eagerness to  
learn that skill on the job.*

*Want some quick feedback on  
your resume & cover letter?*

*Visit  
Campus Career Services  
Walk-In Hours at Goodell  
Monday-Friday, 1-4pm*

**Note:** Bold is used here to demonstrate how to address the specifics of a job description.  
You do not need to bold key skills in your actual cover letter.

## EDUCATION

### University of Massachusetts Amherst

May 2021

Bachelor of Science

Exploratory Track; intended major Biology

GPA 3.25

Relevant Courses: Intro to Nature Conservation, Intro to Biology Lab

### Chadborne High School, Webster, MA

June 2017

High School Diploma

*Want some quick feedback on  
your resume & cover letter?*

*Visit  
Campus Career Services  
Walk-In Hours at Goodell  
Monday-Friday, 1-4pm*

## WORK EXPERIENCE

### Timberlake Camp, Brown, MA

June – Aug. 2017

Camp Counselor

- Facilitated daily arts and crafts projects for group of 13 elementary school aged campers
- Coordinated with team of fellow counselors in organizing campers and major camp events

## ACTIVITIES

### University of Massachusetts Amherst

Jan. 2017 – Present

Computer Science Club Member

- Gain information about different careers that use technology
- Learn computer skills and work on independent projects

### Chadborne High School Debate Team, Webster, MA

Sept. 2014 – June 2017

Team Member

- Designed pamphlets and posters in order to promote club events such as guest speakers
- Presented to eight classrooms on effective speaking techniques
- Elected team President for senior academic year

## COMPUTER SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint and internet research
- Introductory proficiency with Gimp (photo editing software)

## LANGUAGE SKILLS

- Basic Spanish

# Science Resume Action Verbs -- By Category

*Use exact verbs from the job ad first, then supplement from this list.  
Avoid using the same verb twice. Use present tense only for current positions.*

## Communication Skills

|                       |                         |                   |                |
|-----------------------|-------------------------|-------------------|----------------|
| Addressed             | Corresponded            | Influenced        | Publicized     |
| Advertised            | Counseled               | Informed          | Quantified     |
| Advocated             | Critiqued               | Inquired          | Questioned     |
| Answered              | Defended                | Interacted (with) | Reached (out)  |
| Authored              | Demonstrated            | Interfaced (with) | Recommended    |
| Briefed               | Described               | Interviewed       | Reported       |
| Built (relationships) | Detailed                | Introduced        | Represented    |
| Canvassed             | Discussed               | Involved          | Responded (to) |
| Characterized         | Displayed               | Listened          | Solicited      |
| Clarified             | Disseminated            | Marketed          | Spoke          |
| Co-authored           | Drafted                 | Mediated          | Suggested      |
| Collaborated          | Edited                  | Memorized         | Summarized     |
| Communicated          | Elicited                | Motivated         | Synthesized    |
| Composed              | Engaged                 | Negotiated        | Transcribed    |
| Connected             | Enlisted                | Networked         | Translated     |
| Consulted             | Exhibited               | Notified          | Transmitted    |
| Contacted             | Explained               | Oriented          | Urged          |
| Contrasted            | Expressed               | Outlined          | Voiced         |
| Conversed (with)      | Formulated              | Persuaded         | Wrote          |
| Conveyed              | Fostered (relationship) | Presented         |                |
| Coordinated           | Furnished               | Promoted          |                |
|                       | Incorporated            | Proposed          |                |

## Leadership Skills

|                |             |                       |             |
|----------------|-------------|-----------------------|-------------|
| Adapted        | Directed    | Inaugurated (program) | Pursued     |
| Began          | Enacted     | Initiated             | Revised     |
| Combined       | Established | Instituted            | Set (up)    |
| Composed       | Fabricated  | Integrated            | Shaped      |
| Conceptualized | Fashioned   | Introduced            | Solved      |
| Conducted      | Forged      | Invented              | Spearheaded |
| Crafted        | Formed      | Launched              | Started     |
| Created        | Formulated  | Mobilized             | Undertook   |
| Customized     | Founded     | Opened                |             |
| Designed       | Fundraised  | Originated            |             |
| Developed      | Generated   | Piloted               |             |
| Devised        | Grew        | Planned               |             |
|                | Illustrated | Pioneered             |             |
|                | Implemented | Proposed              |             |

## Quantitative Skills

|                 |                  |              |            |
|-----------------|------------------|--------------|------------|
| Accounted (for) | Balanced         | Determined   | Prepared   |
| Ascertained     | Budgeted         | Estimated    | Programmed |
| Adjusted        | Calculated       | Extrapolated | Projected  |
| Allocated       | Capitalized (on) | Forecasted   | Quantified |
| Analyzed        | Computed         | Gauged       | Reconciled |
| Appraised       | Converted        | Increased    | Reduced    |
| Assessed        | Corrected        | Interpolated | Tabulated  |
| Audited         | Decreased        | Measured     |            |
|                 | Depreciated      | Netted       |            |

## Helping Skills

Accelerated  
Accommodated  
Adapted  
Advanced (goal)  
Aided  
Alleviated  
Arranged  
Assessed  
Assured  
Bolstered  
Cared (for)  
Coached  
Collaborated  
Comforted  
Conferred  
Contributed  
Cooperated

Counseled  
Delivered  
Demonstrated  
Diagnosed  
Educated  
Employed (skills)  
Enabled  
Encouraged  
Enhanced  
Ensured  
Expedited  
Facilitated  
Familiarized  
Fulfilled  
Furthered  
Guided  
Helped  
Incorporated

Intervened  
Monitored  
Nurtured  
Offered  
Partnered  
Performed  
Prepared  
Prevented  
Problem-solved  
Provided  
Referred  
Rehabilitated  
Reinforced  
Represented  
Resolved  
Retrieved  
Safeguarded  
Searched

Secured  
Served  
Simplified  
Stabilized  
Staffed  
Strengthened  
Suggested  
Supplemented  
Supplied  
Supported  
Teamed (with)  
Transported  
Treated  
Volunteered

## Managing Skills

Acquired  
Adhered  
Adjusted  
Administered  
Analyzed  
Anticipated  
Applied  
Appointed  
Approved  
Assigned  
Authorized  
Balanced  
Chaired  
Contracted  
Controlled  
Coordinated  
Cut (budget, time)  
Decided

Decreased  
Delegated  
Deployed  
Developed  
Directed  
Drove (results)  
Elected  
Eliminated  
Enforced  
Enlisted  
Executed  
Focused (on)  
Galvanized  
Generated  
Handled  
Headed  
Hired  
Hosted  
Implemented  
Increased

Led  
Leveraged  
Managed  
Met (requirements)  
Motivated  
Navigated  
Obtained  
Orchestrated  
Organized  
Overhauled  
Oversaw  
Planned  
Presided (over)  
Prioritized  
Produced  
Ran  
Recommended  
Recruited  
Reorganized  
Restored

Reviewed  
Satisfied (req's)  
Scheduled  
Secured  
Selected  
Set (goals)  
Shaped  
Solved  
Strategized  
Streamlined  
Strengthened  
Supervised  
Trained  
Transformed  
Upheld (regulations)  
Utilized

## Organizational Skills

Accumulated  
Aligned  
Arranged  
Augmented  
Automated  
Balanced  
Bridged  
Broadened  
Cataloged  
Categorized  
Centralized  
Charted  
Classified

Coded  
Collected  
Compared  
Compiled  
Confirmed  
Consolidated  
Coordinated  
Corrected  
Customized  
Decentralized  
Diagrammed  
Displayed  
Distributed  
Documented

Excluded  
Expedited  
Filed  
Finalized  
Formalized  
Generated (data)  
Grouped  
Implemented  
Included  
Indexed  
Input (data)  
Integrated  
Inspected  
Integrated

Inventoried  
Juggled  
Linked  
Maintained  
Maximized  
Mentored  
Merged  
Minimized  
Monitored  
Navigated  
Obtained  
Optimized  
Ordered  
Organized



## Organizational Skills (continued)

Outlined  
Planned  
Prepared  
Prioritized  
Processed  
Proofread  
Provided  
Purchased  
Qualified

Queried (database)  
Ranked  
Recorded  
Referenced  
Refined  
Registered  
Replaced  
Resolved  
Restored  
Reviewed  
Revised  
Routed

Scheduled  
Screened  
Searched  
Selected  
Set (goals)  
Sorted  
Streamlined  
Structured  
Submitted  
Standardized  
Synthesized  
Systemized

Tailored  
Targeted  
Tracked  
Transcribed  
Unified  
Updated  
Upgraded  
Verified

## Teaching Skills

Adapted  
Advised  
Assessed  
Coached  
Communicated  
Conducted  
Coordinated

Corrected  
Critiqued  
Developed  
Educated  
Evaluated  
Explained  
Facilitated  
Focused  
Graded

Guided  
Illustrated  
Individualized  
Informed  
Instilled  
Instructed  
Mentored  
Motivated  
Persuaded

Taught  
Tested  
Trained  
Transmitted  
Tutored

## Research Skills

Adapted  
Analyzed  
Assessed  
Benchmarked  
Checked  
Coded  
Collected  
Compared  
Conducted  
Confirmed  
Considered  
Controlled (for)  
Correlated  
Corroborated  
Critiqued  
Decoded  
Deduced  
Defined  
Delivered  
Designed  
Detected  
Determined  
Devised  
Diagnosed

Discovered  
Documented  
Drew (conclusions)  
Evaluated  
Examined  
Experimented  
Explored  
Extrapolated  
Focused  
Formalized  
Formulated  
Gathered  
Hypothesized  
Identified  
Inferred  
Inspected  
Interpolated  
Interpreted  
Intervened  
Investigated  
Kept (records)  
Located  
Logged  
Manipulated  
Measured  
Modeled

Modified  
Observed  
Performed (procedure)  
Pinpointed  
Predicted  
Prescreened  
Proposed  
Proved  
Published  
Qualified  
Quantified  
Ranked  
Recorded  
Refined (process)  
Replicated  
Reported  
Reproduced  
Researched  
Resolved  
Restructured  
Revealed  
Reviewed  
Revised  
Sampled  
Scored  
Screened

Searched  
Simulated  
Simplified  
Solved  
Standardized  
Studied  
Submitted  
Substantiated  
Substituted  
Summarized  
Surveyed  
Synthesized  
Systematized  
Targeted  
Tested  
Theorized  
Traced  
Tracked  
Troubleshoot  
Uncovered  
Validated  
Verified

## Technical Skills

Activated  
Actuated  
Adjusted  
Altered  
Amplified  
Approximated  
Articulated  
Assembled  
Augmented  
Automated  
Benchmarked  
Blended  
Blocked  
Built  
Calibrated  
Captured  
Checked  
Circulated  
Classified  
Cleaned  
Collected  
Combined  
Concentrated  
Condensed  
Conserved  
Constructed  
Converted  
Corrected  
Crystallized  
Coded  
Cultivated

Debugged  
Decoded  
Defined  
Designed  
Detected  
Determined  
Developed  
Differentiated  
Dispensed  
Dissected  
Dissembled  
Distributed  
Duplicated  
Eliminated  
Engineered  
Enriched  
Evaporated  
Exchanged  
Extracted  
Fabricated  
Fine-tuned  
Fixed  
Gasified  
Gauged  
Generated  
Identified  
Illuminated  
Immobilized  
Implemented  
Induced  
Inspected  
Installed  
Introduced

Isolated  
Labelled  
Liquefied  
Manufactured  
Mapped  
Matched  
Measured  
Modeled  
Modified  
Mounted  
Neutralized  
Operated  
Overhauled  
Performed (procedure)  
Permeated  
Photographed  
Plotted (data)  
Prepared  
Preserved  
Probed  
Processed  
Programmed  
Purified  
Rated  
Recognized  
Recorded  
Rectified  
Refined (solution)  
Regulated  
Remediated  
Remodeled  
Removed  
Repaired

Restored  
Reversed  
Scanned  
Scraped  
Segmented  
Separated  
Simulated  
Solidified  
Specialized  
Specified  
Stablized  
Standardized  
Stimulated  
Studied  
Suppressed  
Surveyed  
Suspended  
Synchronized  
Tallied  
Tied  
Tightened  
Transferred  
Translated  
Transmitted  
Trimmed  
Troubleshoot  
Upgraded  
Utilized  
Weighed

## Accomplishment

### Verbs

Accelerated  
Accomplished  
Acquired  
Achieved  
Adapted  
Advanced  
Appointed  
Attained  
Awarded  
Boosted  
Broadened  
Built  
Challenged  
Completed  
Convinced

Decreased (costs, time)  
Discovered  
Doubled, Tripled  
Entrusted (with, to)  
Exceeded  
Expedited  
Honed (skills)  
Increased  
Improved  
Initiated  
Innovated  
Introduced  
Launched  
Led  
Leveraged  
Managed  
Mastered  
Maximized

Minimized  
Modernized  
Nullified  
Optimized  
Organized  
Overcame  
Oversaw  
Perfected  
Persuaded  
Pioneered  
Planned  
Raised  
Recognized (for)  
Redesigned  
Reduced (time, costs)  
Rejuvenated  
Revitalized  
Selected

Shortened  
Solved  
Streamlined  
Strengthened  
Succeeded  
Surpassed  
Topped  
Transformed  
Transitioned  
Trusted (to)  
Upgraded  
Won  
Yielded