

How-to: Career Fairs

The Monday before school starts in the spring is xFair 2016 (a career fair with a focus on demos and “hands on” tech). **Before taking the time to read this document, you need to decide whether you are serious about pursuing job/internship opportunities for this summer. If you are, read below, otherwise go and grab a bunch of cool swag from companies.** Information here also applies generally to other career fairs, so you can still use this as a reference next fall :)

xFair is on February 1, 2016 10a-4p @ Rockwell Cage (basketball courts)

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1. Resume development

First review this section. If you want to learn more about making your resume, see “**Resume, Extended**”, at the end of the document.

(a) Intro

"Just make it"

-Anonymous

Coming in from high school you might have a high school resume, and that's a perfectly acceptable starting place for your MIT resume. So let's start there.

(Before I continue, I have attached my resume from high school, my first MIT resume, and my current resume, so that you all have a template/idea of what a resume progression looks like).

The first step to creating a decent resume is listing every single accomplishment you have made in middle school, high school, and during summers. This includes: competitions, clubs (boy scouts, key club etc), personal projects, ROTC, sports, internships, volunteering, leadership roles, instruments, and general cool shit.

A couple of personal examples of this are the following:

- I played the piano for ~6 years,
- I did gymnastics/soccer/football/lacrosse for ~10 years total,
- I competed at nationally ranked debate competitions...
- You get the idea.

→Make as long a list as possible. You can always filter this list if you run out of space.

Once you have this list, we can now structure your resume.

(b) Resume template

The basic format will look like this. It's also helpful to add in social media links if that's your style (e.g. LinkedIn, GitHub).

First Name Last Name

Education

Massachusetts Institute of Technology (spell it out)

- Candidate for BS in (insert major here but not the course number!)
 - Class of Year & GPA (if your GPA isn't great, leave it out)
 - Relevant coursework & current classes enrolled (use course names, not numbers)

High School

- Class rank, GPA, SAT Scores, possibly AP/IB/A-level certificates (not super necessary; you can omit if you're old and there's nothing interesting here)

Work Experience (Most Important Section)

- NAME OF JOB: Title you held; how long you worked there
 - one thing you did and what impact it had on the company
 - second thing you did and what impact it had on the company
 - etc
- NAME OF JOB 2: Title you held; how long you worked there
 - etc
 - etc

Activities

- NAME OF ACTIVITY: Role in activity
 - one thing you did and what impact it had on the activity
 - second thing you did and what impact it had on the activity

Leadership

- Same style as activities and work experience

Projects

- Same style as above

Awards/Honors

- Award 1 -> year (-> denotes a right-tab)
- Award 2 -> year

Skills & Languages

- Skill 1 (proficiency)
- Language 1 (proficiency)

(c) Notes on resumes

!!IMPORTANT!! (the aforementioned and following has proven, for me, to be effective). These are not steadfast rules you must follow, simply things that I believe to make the difference.

1. Be attentive to detail. Make sure to be consistent about formatting and grammar.
2. Alignment goes a long way—right-aligning certain items can make them stand out.
3. Use **active words** when describing what you did, and make sure to vary your action words so you don't sound redundant

- a. Ex. "designed and developed prototype A, which improved the efficiency of this function by x%..." vs. "worked on this project that make our product faster"
4. Never have just one bullet point under a heading.
5. Use computer readable text. (This is important for paper resumes which often get scanned into their systems).
 - a. If you are aiming for a more modern tech company, use a sans-serif font. You can think of this as follows:
 - i. Times New Roman is a serif font (serif denotes the extra curls and weighting of the letters).
 - ii. Calibri is a sans-serif font (no extra frills to the letters)
 - b. If you are trying to set a more traditional tone with your resume, then a serif font (think LaTeX) is a good way to go.
 - c. I'm not a typography expert but I'm not sure there's a huge difference in computer readability between sans-serif and serif fonts.
6. Your resume should be **no longer than 1 page**.
7. Your **name** should be the **most prominent thing** on the page (readable from a distance).
8. (optional) Buy high quality weighted Ivory color resume paper. It looks way more professional, and it sets your resume apart in a pile of resumes.
9. **PRINT YOUR RESUME AT LEAST 2 DAYS BEFORE THE FAIR** ← I cannot emphasize this enough!
 - a. Why? Because everyone and their mother is trying to use the **Athena printers** on the last day, the system always lags and sometimes **crashes**
 - b. It allows you to **catch possible errors** in your resume before the fair.
 - c. You **do not have to rush** the day of the fair trying to print things.
10. Print enough resumes to give to the companies you want to visit (and a few more)
 - a. There are about 120 companies at xFair.
 - b. I typically print 20-25 resumes (a reasonable number of companies to talk to during the duration of the fair).
11. When emailing your resume/uploading it to websites **always have it in a PDF format**
 - a. It is recommended to save your resume with a filename that a recruiter can recognize (imagine how many "Resume.pdf"s the recruiter has on his/her desktop)
 - b. Format that I use:
 - i. **MIT_FirstName_LastName_Resume_Day_Month_Year.pdf**
 1. Example: MIT_Sina_Booeshaghi_Resume_01_20_16.pdf

2. Sign up for the career fair

In order to have your resume in the inboxes of recruiters, you must “drop” your resume.

To drop your resume for xFair go to this link and upload your resume: <http://drop.xfair.io>. For other career fairs there may be a more detailed registration process on their website.

(a) Print out badge

Here is the flow for how people can register/walk in to xFair.

Everyone will swipe their ID on the swipers from IS&T/Card Services. From there, two lines will form:

1. An express line for people who dropped their resumes.
2. A normal line for people who didn't or who want to change what goes on their badge.

The express line will have 3 barcode scanners and you will walk up, scan the barcode on the back of your MIT ID, and your name badge will immediately print out.

In the other line, there will be laptops and badge printers where you will walk up, and type in your information to sign in and print a badge.

3. Develop an elevator speech

Elevator Speech: a *short* summary used to quickly and simply define a profess, product, service, organization, or event and its [value proposition](#).

The key words here are "short" and "value proposition". You need to develop a 4 -7 sentence speech which can be explained to a recruiter which **demonstrates your value to the company**.

Example of an elevator speech:

"Hi, I'm Sina Booeshaghi a junior at the Massachusetts Institute of Technology studying Mechanical Engineering and Math. I am co-president of MIT-ASME, Corporate Relations director of xFair (TechX), an undergraduate researcher, and yet I still find time to challenge myself academically. My research interests include fluid dynamics, heat transfer, and robotics. I am interested in '**INSERT STATEMENT ABOUT COMPANY**' at '**COMPANY**', **could you tell me more?**"

The **bolded** part of the elevator speech is probably the most important point of the speech: relate what you are saying back to the specific company you're talking to.

It doesn't have to be elaborate; a quick search on Google can help you ask a meaningful question that will not only show you're interested in the company, but will also keep the conversation flowing and make it less awkward.

This is an example (definitely not the best) of an elevator speech. → Demonstrate value to the person you are talking to.

Even if you do not use your elevator speech word for word, it gives you a good idea on how to structure a conversation with companies and recruiters. Also, don't say it all in one breath or it'll overwhelm the recruiter. Keep the conversation natural. Often, recruiters will ask you to tell them about yourself; that's a good opportunity to give your pitch.

4. Plan how you will "work the fair"

PICK UP A CAREER FAIR BOOKLET FROM ANYWHERE

They are actually everywhere: student center, dorms, etc.

Go through the book and **circle** which **companies** you are **interested in** working at.

Reminder: even if the company is not in the course you are pursuing, that really doesn't matter. If you like the company, then mark them so you can go and talk to them.

After you do that, find out where those companies are located physically on the booth map within the career fair booklet.

MAP OUT YOUR ROUTE. It makes it super efficient to get into and out of the fair without having to wander around → don't waste your time.

!!IMPORTANT!! Make sure you know (read: have researched) about the companies you are going to talk to, otherwise you won't look too good in the eyes of the recruiter.

5. What to wear & hygiene

Like I have said before, there is no set standard for this, this is just what I believe. Note that the dress standard for xFair is "[smart casual](#)".

(a) Male apparel

This is varied. For a typical career fair, I would play it safe and wear business casual. This means: slacks, long sleeve button up, rolled or not rolled sleeves, tie or no tie.

If you are feeling a bit fancier (or want to work in finance/consulting) then dress up a bit more: wear suit bottoms and a jacket with plain white or light blue button up shirt (tie or no tie). Wear nice brown/black shoes and a belt which matches your shoe color. You will look a lot more put together.

Please make sure your clothes are **ironed**, you will look way more put together.

!!LIFEHACK ALERT!!

If you do not know how to iron a shirt/don't own an iron/don't have time to do so, then do the following:

1. Get small hand cloth, and dampen it with water (not soaking!!)
2. Toss your shirt (and a damp hand cloth) into the dryer
3. Set dryer time for ~5-10 min

This will effectively "steam-iron" the shirt, it will not be wet, and a majority of the wrinkles will be removed.

!!LIFEHACK ALERT!!

For xFair: The dress is a lot more casual than a typical career fair, so feel free to dress down! (P.S. Margaret and I will be wearing something special ;))

(b) Male hygiene

Please shower the night before the fair or morning of and **put on deodorant** (it gets hot at the career fair).

Depending on your style, shave or trim your facial hair. As much as we technical people hate to admit it, the length of your scruffy beard (to a recruiter) is not directly proportional to your intelligence.

Brush your teeth, bring gum and water bottle with you. You will be talking a lot and you don't want to turn off recruiters with bad breath. Also, talking a lot is pretty dehydrating, so stay hydrated.

If you ever need clothing/ties/shoes ANYTHING, ask me, a friend, or anyone on exec! We are a resource to you and are happy to help.

(c) Female apparel

Dressing as a woman is hard—there are so many different options.

Anything from a nice blouse to a professional shirt with or without a blazer works (but avoid revealing tops); just dress in something you're comfortable in that's a bit fancier than usual. Pick colors that set the tone for what you're looking for. Darker colors are more serious while brighter colors convey a more exciting tone. Neutral colored pants and pencil skirts work well. Make sure you have nice and comfortable shoes since you'll be doing a lot of walking (short heels or nice flats work).

One of the safest ways to look professional in an ambiguously formal situation is a solid-colored blouse that you can tuck into black or dark colored dress pants or chinos.

Also, make sure to consider what positions you're looking for—finance/consulting positions require more formal clothing, whereas it's okay to be more casual for engineering positions. I would caution against overdressing for certain roles, since recruiters subconsciously look for "culture fit".

Most importantly, make sure your clothes are clean, not too revealing, and unwrinkled. Look sharp! Dressing well is a big confidence boost.

For xFair: Again, the dress is a lot more casual than a typical career fair, so feel free to dress down!

(d) Female hygiene

Again, take care of yourself. Shower, smell nice, tame your hair, keep your makeup (if you wear any) simple and neat. Wearing your hair up makes you look smart and professional, if that's your style.

Similarly, if you ever need clothing/shoes/advice/ANYTHING, ask a friend, or anyone on exec! We are a resource to you and are happy to help.

6. Day-of

Get to the fair early! Recruiters will be fresh and ready to go and happy to talk to you. By the end of the day, everyone is tired and no one gives a shit if you can do a triple backflip while solving the [navier-stokes equation](#) (as of yet unsolved!!)

(a) What to bring

1. Padfolio
 - a. This is for carrying resumes → [they look like this](#)
2. Resumes
3. Water
4. Gum
5. Pens (you can probably get these as swag also)

7. Approaching a recruiter

Unfortunately, if you are a freshman, the odds are against you. Recruiters are interested in upperclassmen they can hire full time. And even if you are not a freshman, you still need a plan on how to approach a recruiter.

Let's say that you are about to walk up to a company you have previously selected, you look fresh as hell, and your breath smells like mint. Your padfolio is in your hand, resumes ready to go. What do you do?

(a) As a freshman

1. Eye contact, and a firm handshake with the recruiter. The recruiter will introduce themselves and you will do the same. Try to remember the recruiter's name—this shows that you're paying attention and will help with following up later.
2. → now give your elevator speech.
3. End your elevator speech with this:
 - a. "Now I know that as a freshman, I am not as experienced as many others, but I am extremely interested in your company. Does {{company name}} offer opportunities for freshmen?"
4. The recruiter will answer with one of two answers
 - a. IF THEY SAY YES WE DO:
 - i. Hand them your resume, and they will describe some of the opportunities. Keep up the conversation, interject relevant comments, and be sincere. Do not try and be something you are not, recruiters can sense it
 - b. IF THEY SAY NO WE DO NOT:
 - i. Thank them for hearing you out, and ask them the following: "I am still extremely interested in this company for future internships. What sort of skills do interns have or do you expect them to have, such that I could get an internship for next summer?"

2 things will happen from this:

1. Recruiters love this; it shows initiative.
2. You now have a contact for an internship next year, even if you don't get the offer now.

(b) As a non-freshman

Exactly the same as above except remove "I am not as experienced as many others".

8. Follow up

This is **an important part** of the process, if you get the recruiter's email, then email them within 48 hours of contact. There are a ton of email templates online; Google "career fair follow-up emails".

This will show that you retained interest and remind recruiters that they talked to you.

One more quick note: It's also important to not come off as too tryhard in these emails. A genuine sentence or two mentioning something that the recruiter said to pique your interest is more memorable than you regurgitating a summary of your resume. It also helps to put you on their radar.

I hope this helps, this is an accumulation of my 3.5 years of learning and running a career fair. If you have any questions, email/text/call me (or anyone else on exec), and we'd be happy to help you out.

Phone: 850-544-6611

Email: alisina@mit.edu or sbooeshaghi@gmail.com

Go and kill it guys, we made xFair to be a fun time and a great way to get to meet awesome companies and products!

Sina Booeshaghi

P.S. Example Resumes and an extended resume section below

(Sorry all, I didn't turn on share settings for resumes. They should be accessible now!)

Current Resume

<https://drive.google.com/file/d/0Bzl-kk1BBEakRVFILVI1T1MTGc/view?usp=sharing>

Freshman Year Resume

<https://drive.google.com/file/d/0Bzl-kk1BBEakam1PSlp5ZGlaYnZDME1ESINPbEh0REd5QVdV/view?usp=sharing>

Resume, Extended

Your resume should be a concise summary of the high points of your **education, work experience,** and other **qualifications** *relevant to your audience's needs and to your employment interests*, not a complete history of your life. It communicates your professional qualifications to employers, to interest them in interviewing you, and it creates their first impression of you. It is a marketing tool and an introduction to you and your experiences. Do enough research about the employer and the field to decide which messages are most important to your audience, and communicate these messages succinctly and clearly in a visually appealing format. This section is intended to give guidelines on how to do this effectively.

1. Style

It is important that you proofread your resume to eliminate all spelling, punctuation, and grammatical errors. It looks careless if you have them unnecessarily!

In order to add POP! to your resume use [action verbs and strong adjectives](#). Make the language that you use future or present oriented. The idea is that "I am this kind of person, with these abilities, as my past record demonstrates." This ties into the idea that you should be consistent and use the same grammatical style throughout your resume, i.e. use the same verb tense throughout. But when you are describing something you did in the past, used the past tense

Example: Machined a new fixture that does this and this and this for NASA's lunar rover

Have a friend read over your resume, they can help catch things such as repeating words or phrases (**avoid** them!). You should also leave out unnecessary words, sentences, and phrases, for example: "Duties included / Hired to / The Project involved."

When reading/editing your resume, it is important to **avoid** stilted or confusing language. You should ask yourself, "Would I talk like that?"

There is not really a set rule when it comes to the use of pronouns, but in general I have found that using the pronoun I seems a bit odd, it comes off as too self-promoting.

Things you should **avoid** are self-flattering terms such as "highly skilled, outstanding, or excellent." You should describe your accomplishments effectively and let readers decide for themselves that you are well-qualified.

At the end of the day you want to be **honest** and **accurate**, but not overly modest. Your resume should convey through **style** and **content** that you understand the **needs, priorities, hiring criteria**, and **vocabulary** of your audience.

2. Format

A resume is traditionally **one-page**. Until you become a professor or expert in a field (i.e. 10+ years) with a million patents and research papers, there is no reason why it should be longer than a page. Remember, that recruiters have a lot of resumes to look through and they would prefer not to take anymore time than need be.

When it comes to what Sections you should have on your resume, you can refer to [resume template](#).

A list of Sample Content Headings:

1. Personal Contact Information: *Name, Address, Phone, e-mail, Web Site*
2. Education/Relevant Courses
3. Academic Projects
4. Work Experience
5. Relevant Skills Section
6. Scholarships/Awards
7. Volunteering/Service
8. Activities/Interests

Select a resume format that suits your qualifications Browse many examples to get an idea as to what you would like yours to look like, but **develop your own style!** Remember, you want your resume to stand out.

If you want to emphasize a point you can **bold it**, *emphasize it*, or make it **fun and colorful!** Keep in mind though that depending on the type of job you are applying to, it may be better to be more conservative in the styling of your resume (think consulting, banking, etc) or more liberal (think graphics design, product design firms).

Scanner Friendly Resume

When submitting your resume for employment, the chances are growing that scanning technology will be used to read it. Supplied with certain specifications, a computer checks your resume for keywords. You want to fill your resume with as many of these words as possible, **but only if they actually add value and are relevant to your resume**. Don't just write words in for the sake of it.

The ultimate keywords are specified by each employer for each position. You can only make reasonable assumptions about what a specific employer will ask for. Keep a log of keywords that apply to your occupation and industry.

3. Tips on Content

1. Put name, address, and phone number at the top of the page.
2. Highlight skills, accomplishments, capabilities, and work experience. Give evidence of your personal impact: show not only that you completed tasks but that you contributed to organizational goals.
3. Include marketable and/or relevant data only; for example, include classes that have been most important in your education and are most relevant to the type of work you seek;
 - a. Don't provide an extensive list of courses, it doesn't add value!
4. Choose topic headings that invite your readers' interest, e.g., "related experience, overseas experience, or skills" rather than "employment or other."
5. Cite numbers to convey size and/or scale of project, budget, and staff supervised.
6. Give examples that demonstrate desirable personality traits such as leadership, interpersonal facility, confidence, and independence.
7. Minimize personal information and omit unrelated memberships, age, marital and health status, and information that is repetitive, implicit (e.g. high school graduation for a college graduate), or out-of-date.
8. If you are a US citizen or hold a permanent resident visa, include this if readers might have reason to think otherwise.
9. Generally, it is a good idea to exclude data relevant to salary expectations, religious or political affiliations, and geographic descriptions.
10. References are usually omitted, although you should line up at least 3 (including 1 or 2 who are non-academic) at the beginning of your job search. They can be listed separately and made available when requested. **Employers assume that "references are available upon request," so leave this phrase off.**

4. Quick Checklist for Resumes for Career Fairs

1. I would avoid using a Microsoft Word resume template as they tend to not scan well.
2. Use a laser printer.
3. It is safe to use a conservative font, such as Arial, Times New Roman, Computer Modern.
4. Use 8 1/2" x 11" paper, printed on 1 side only.
5. Use high quality resume paper (thicker cardstock! It stands out)
6. Print enough resumes for the number of companies you will be speaking with
7. Put your resumes in a padfolio to carry around, it looks a bit unprofessional to be carrying a stack of resumes around the fair.

5. Final Edit

Ask a counselor, friend, or someone unfamiliar with your background to review your resume for clarity and effectiveness. A fresh pair of eyes is always really helpful.

Tailor your [cover letter](#) and resume to the specific qualifications of the job for which you are applying and/or to the specific employer.

Include all important information, such as dates of graduation, major, GPA, etc.

Proofread one more time to ensure correct spelling and punctuation.

6. Top 10 Resume Mistakes! (AVOID THEM)

1. **Too long.** Most new graduates should restrict their resumes to 1 page. If you have trouble condensing, get help from the MIT Careers Office.
2. **Typographical, grammatical, or spelling errors.** These errors suggest carelessness. Have at least 2 people proofread your resume. Don't rely on your computer's spell-checkers or grammar-checkers.
3. **Hard to read.** A poorly typed or copied resume looks unprofessional. Use a plain typeface, no smaller than a size 10 font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier.
4. **Too verbose.** I would avoid using complete sentences or paragraphs. Say as much as possible with as few words as possible. Articles (a, an, and the) can be left out. Be careful in your use of jargon and avoid slang.
 - a. If a word is too long and you need to write it multiple times, then write it out once and put the acronym in parenthesis. This allows you to just write the acronym.
 - i. Example: Developed an understanding for the growth of vertically aligned carbon nanotubes (VA-CNTs)
 - ii. Adhered VA-CNTs to a resin substrate
5. **Not enough information.** Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests, and club memberships that will give employers important information. Include course titles and not numbers (avoid writing 6.001) Including volunteer experience would make you stand out as a well-rounded individual.
6. **Irrelevant information.** Customize each resume to each position you seek (when possible). Of course, include education and work experience, but emphasize relevant experience, skills, accomplishments and activities. I would avoid including marital status, age, sex, children, height, weight, health, church membership, etc.
7. **Obviously generic.** Too many resumes scream "I need a job, any job!" The employer needs to feel that you are interested in that particular position with his or her company.
8. **Too snazzy.** Of course, use good quality bond paper, but avoid exotic types, colored paper, photographs, binders, and graphics. Electronic resumes should include appropriate industry keywords and use a font size between 10-12 points. Use italics and bolding strategically to emphasize key words.
9. **Too static.** Make your resume as dynamic as possible. Begin every statement with an action verb. Use active verbs to describe what you have accomplished in past jobs. Take advantage of your rich vocabulary and avoid repeating words, especially the first word in a section.
10. **Too modest.** The resume showcases your qualifications in competition with the other applicants. Put your best foot forward without misrepresentation, falsification, or arrogance.

A. Internet Resources

MIT Careers Office:

<http://web.mit.edu/career/www/students/>

Compilation of resume writing resources:

http://www.barbaraling.com/resumes/writing_resumes.html

Jobweb's guide to resume writing:

http://www.jobweb.com/Resumes_Interviews/default.htm

Rebecca Smith's e-resumes and resources:

<http://www.eresumes.com/>

B. Action Verbs

Management Skills

Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Co-authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Managed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Planned
Proved
Revised
Revitalized
Set up
Shaped

Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systemized

Technical Skills

Assembled
Built
Calculated
Computed

Streamlined
Structured

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Facilitated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Represented
Reinforced
Supported
Taught
Trained
Verified

Clerical or Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected

Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Lectured
Persuaded
Set goals
Stimulated
Taught
Trained

Monitored
Operated
Ordered
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

Stronger Verbs for Accomplishments

Accelerated
Achieved
Attained
Completed
Conceived
Convinced
Discovered
Doubled
Effectuated
Eliminated
Expanded
Expedited
Founded
Improved
Increased
Initiated
Innovated
Introduced
Invented
Launched
Mastered
Originated
Overcame
Overhauled

Pioneered
Reduced
Resolved
Revitalized
Spearheaded
Strengthened
Transformed
Upgraded