| **Academese** | **Businessese** |
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| I wrote a dissertation, published a book, or conducted some other major research project. | * Conducted a multi-year research project that culminated in a X-page dissertation/book and multiple public presentations at national and international conferences. * Managed parallel, long-term research objectives and synthesized them into a large-scale research report. * Took ownership of all phases of content production and optimization including planning, information gathering, writing, reviewing, editing, and final approval. * Effectively communicated with stakeholders and cross-functional teams comprising X, Y, and Z. |
| I published articles, book reviews, etc. in scholarly journals. | * Published X articles in peer-reviewed journals while balancing multiple priorities in tight timelines. * Conducted research and published results in national and international journals. |
| I received fellowships, grants, or awards. | * Demonstrated excellence in communication and grant-writing by winning over $X in fellowships and grants from national and international organizations. *(If you don’t know the exact $ value, take a ballpark guess. No one will check.)* * Produced high-level overviews of research projects. Summarized key details and findings while articulating broader significance to various organizations and stakeholders. |
| I presented at conferences. | * Organized X panels and gave Y public presentations at national and international conferences. * Effectively communicated complex ideas to diverse audiences including non-native English speakers. |
| I taught or TA’d courses. | * Managed and developed learning objectives for over X students. Instructed and guided them in analyzing and synthesizing evidence to form original interpretive arguments. * Planned and presented over X lectures of one hour each on a wide range of topics, communicating complex ideas to diverse audiences with varying degrees of preparation and familiarity with subject materials. * Boosted course retention rate by X% over a Y-month period. * Exceeded college averages in content comprehension and overall student satisfaction by X%. *(Course evals may help quantify this.)* * Evaluated and provided critical feedback on over X assignments. * Expressed complex ideas to students clearly and diplomatically. Provided ongoing constructive feedback on assignments, resulting in improved writing and analysis. * Coordinated teaching assistants and administered midterms and final exams. * Conducted games, debates, and other interactive and engaging learning activities. |
| I designed my own courses or programs. | * Designed and directed in-person and remote courses for the X Department at the University of Y. * Developed examination and essay assignments to assess student understanding and critical thinking. * Devised appropriate learning activities based on course requirements and learning objectives. * Proposed and negotiated structural revisions for university programs that cover X course sections per year, delivering Y% course fill rate. * Collaborated with faculty and department chair in overhauling the program’s flagship survey course delivered to over X students. |
| I tutored, worked with, or assisted students in some other capacity. | * Mentored undergraduate students during senior research projects. * Tutored students to significantly boost overall course grades by X%. * Managed a class of X students during an intensive Y-week summer session comprising over Z hours of instruction. * Coached and mentored student/faculty liaisons and trained students for professional success. * Delivered X hours of instruction via eLearning and learning management systems. *(Moodle, Blackboard, Canvas, D2L, etc.)* |
| I was department chair, director of undergraduate studies, graduate student liaison, or some other role. | * Served as X for the Y Department at the University of Z. * Assisted in boosting enrollment / course retention / student completion by X% over a Y-month period. |