

# Lesson Review & Job Titles

 [coursera.org/learn/eportfolio-english/supplement/Qqdt/lesson-review-job-titles](https://coursera.org/learn/eportfolio-english/supplement/Qqdt/lesson-review-job-titles)

In this lesson, you learned how to add your professional experience to your resume portion on your eportfolio by adding each of the following:

- your job title
- your experience to your job title
- specific tasks through action verbs

**Step 1:** Choose your job title. Here is a list of job titles:

<http://jobsearch.about.com/od/job-titles/fl/job-titles-a-z.htm>

**Step 2:** Add your experience to your job title.

- Little to no experience: Intern or trainee
- Has education but may not have experience or much experience: Entry level or junior
- Lot of experience: Senior, Principle or Lead
- Self-employed but works for a company: Contract or Freelance

**Step 3:** Add your specific tasks using an action verb. Refer to the action verb list from Module 1.

In this lesson, we added verbs that showed the impact that you had on a company.

Verbs for some change: *changed* or *modified*

Verbs for big changes: *overhauled*, *reorganized*, *restructured*, *revamped* or *redesigned*

Verbs for new changes: *updated* or *upgraded*

Other verbs not included in our lesson include problems and solutions.

Verbs for finding problems: *identified*/*diagnosed*/*detected* problems

Verbs for creating solutions: *solved*/*resolved*/*reconciled* problems or *recommended* solutions

Employers like when an employee finds and solves problems. On a customer service manager's resume, you might see:

“Identified problem in customer service.”

Don't forget that if you still have the job, you want to use the – ing form of the verb like “managing 10 people.” If you are writing about a job that you had in the past, please use the past tense form like “managed 10 people.”

Put that experience on your ePortfolio, and you can put that same information on LinkedIn as well.