

# WRITING EFFECTIVE RESUMES

## FOR FISHERIES & WILDLIFE STUDENTS

### KEY CONCEPTS

- Resumes in this field are often longer than 1 page; FW resumes are long because the seasonality of biological work means more jobs per person & more duties per job.
- Do not use resume templates; they make it difficult to reorganize information as needed. Use bulleted, concise phrases which are quicker to read/scan than sentences or paragraphs.
- Use standard-sized font (12-point) which is easier to read than 10-point or smaller font.
- Use reverse chronology, listing your most recent experience in each section first.
- Be consistent with grammar, word tense and style.
- Any work, volunteer or service experience can show valuable skills.
- Attention to detail is critical; typos and misspellings are not acceptable.
- You may want to group your fish and wildlife work experience together, separate from other work or volunteer experience. This is so your most relevant experience will show up at the beginning of the resume.
- Include key words. An employer will look for them in the resume. One way to identify key words is to underline all skills listed in the job announcement (e.g. if it uses “census” instead of “survey”, then do the same) or in several job descriptions for the types of jobs you want.
- Use numbers to quantify achievements.
- Place your name and contact information as a header so it will save space in the resume body and show up on each page.
- Specify your citizenship on federal resumes.
- Be sure your voice mail message and your email address sound professional.
- List email, school and permanent address (you may be contacted in the future).
- Omit personal pronoun; Do not use I.

### POINTS TO INCLUDE IN YOUR RESUME

#### Highlight Universal Job Skills

- Communication skills (written and verbal) - presentations, trainings, committees, reports, brochures
- Multidisciplinary team experience
- Interpersonal-listens, respectful, tactful, inclusive
- Management- time, budget, people, vision, ability to multi-task, ability to adapt to change
- Leadership/Showing Initiative
- Analytical/Problem Solving Skills/Strategic thinking

#### Education

- List the current school you are attending; include community college only if you were awarded a degree; list high school only if it's in area where job is located.

- Identify degree, department and institution (B.S. Fisheries and Wildlife Sciences, Oregon State University).
- Include your area of specialization or minor.
- Consider including anticipated graduation date if you have not graduated. Otherwise write the year.
- Show GPA only if it's a selling point (3.5 or better).

## **Experience**

- Put your job title and organization in **bold** type so it's easy to see quickly.
- Create a descriptive job title. (Stream Surveyor) instead of generic title (Biological Aide).
- Identify employer (Siuslaw National Forest), site (Hebo Ranger District) and supervisor (Fred Fisherman)
- Use active, past tense to describe duties. (conducted stream surveys, mist-netted passerines)
- Use achievement verbs. (initiated, created, developed, supervised, managed) (see attached lists)
- Prioritize - put most relevant, important or significant duties or accomplishments at beginning.
- Quantify as much as possible. ('radio-tracked 20 mule deer weekly over 3 months' instead of 'located deer') ('surveyed 12 miles of stream habitat using AREMPS protocol' instead of 'conducted stream surveys')
- Specify as much as possible. ('identified fish species and gender, measured snout-vent length and assessed reproductive condition' instead of 'collected data on fish')
- Show accomplishments as well as duties. (surveyed more miles of stream than teams in the previous 5 years, developed new time-saving system to mount cameras, acknowledged by supervisor for accurate data records)
- Demonstrate achievements, knowledge, skills, highlights, and responsibilities related to the position.
- Include field sampling class in the experience section if you don't have much related FW experience already.
- Indicate physical and outdoor skills if in good shape and experienced. (backpacked into montane sites, lived under primitive conditions for extended periods, carried 40-pound equipment packs in rugged terrain)
- Include experience other than fisheries and wildlife to show transferable skills. (mechanic = capable of maintaining field equipment, salesperson=able to interact with a diverse clientele)

## **Other**

- List leadership positions, honors, scholarships, awards, activities, presentations given.
- Identify skills/certifications not included in work experience. (CPR trained, experienced mechanic)

## **References**

- Include at least 3 professional, not personal references; include more if you have them.
- Provide name, title, organization, email address, and phone number for each reference.
- Ask permission to use someone as a reference and provide each reference with a copy of your resume.

SAMPLE FEDERAL GOVERNMENT RESUME

**Gloria Government**  
[bbiologist@ucs.orst.edu](mailto:bbiologist@ucs.orst.edu) | 541-999-9999

Campus  
9999 9<sup>th</sup> Street  
Corvallis OR 97330

Permanent  
111 Sweet Street  
Anywhere, OR 97210

**EXPERIENCE**

**Endangered Species Research Technician GS-0404-05** **June 1, 2019-Oct. 31, 2019**  
**U.S. Geological Survey Biological Research Division, Klamath Falls Field Station**  
**40 Hours/Week**  
**\$14.00/Hour**

Responsibilities: Collecting data on habitat selection by juvenile Upper Klamath Lake suckers

- Navigated large rivers using a 21-foot motorized boat
- Trailered and loaded 21-foot boat
- Operated backpack and boat-mounted electro-fishing equipment
- Placed and retrieved transect nets by boat
- Used driftnets to collect larvae entrained in seasonal floodplains
- PIT-tagged endangered species using federal protocol
- Performed weekly boat maintenance including lower unit oil change and electro-fish generator oil change
- Deployed, retrieved and maintained data using ProComm Plus computer data collection software

*Responsibility statements give overview for each job*

**Biological Technician (Fisheries) GS-0404-05** **June 1, 2018-Oct. 31, 2018**  
**U.S. Forest Service, Siuslaw National Forest, Mapleton, OR**  
**40 Hours/Week**  
**\$13.00/Hour**

Responsibilities: Conducting physical and biological assessments of watershed health using national Aquatic Riparian Effectiveness Monitoring Program protocol

- Sampled abundance and size classes of aquatic amphibians and fish using backpack electro-fishers
- Collected aquatic macroinvertebrate and benthic periphyton samples
- Operated YSI to collect water chemistry data (temperature, pH, conductivity, and dissolved oxygen)
- Sampled terrestrial amphibians using time-constrained surveys
- Mapped cross-sectional and longitudinal profiles of stream channel using electrical survey equipment
- Measured and recorded channel velocity, substrate dimensions, and wood occurrences
- Navigated to remote predetermined sites using maps, compass and GPS
- Backpacking and lived under primitive conditions for extended periods
- Carried 40-pound equipment packs in rugged terrain

*show physical fitness at least one place on resume*

**Biological Technician (Habitat) GS-0404-04** **June 5, 2017-Oct. 31, 2017**  
**U.S. Forest Service, Siuslaw National Forest, Mapleton, OR**  
**40 Hours/Week**  
**Starting \$11.75 - Ending \$12.00/Hour**

Responsibilities: Restoring streams to create fish habitat and improve ecological function

- Removed riparian hardwoods using chainsaw
- Constructed fence to eliminate cattle grazing
- Worked with crew to place and secure large logs in creeks
- Collected and identified fish in smolt trap

**Urban Fishing Program Intern**

**March 1, 2016-June 2, 2017**

**Oregon Department of Fish and Wildlife, Salem Headquarters**

**10 Hours/Week**

*include volunteer*

**Volunteer**

Responsibilities: Assisting director of Warm Water Fishery Program with program functions

- Organized, maintained and purchased equipment, supplies and information for 9 Urban Fishing Clubs
- Presented 15 aquatic education programs to public groups of up to 75 people
- Collected monthly water quality data (dissolved oxygen, temperature, pH) on urban ponds, lakes, streams and reservoirs
- Worked as part of a team with other volunteers

*Show team skills*

**EDUCATION**

Oregon State University, Corvallis, OR: **Fisheries and Wildlife Sciences**

Specialization: **Fisheries Conservation**

Expected graduation: **December 2022**

GPA: **3.5**

Course work: Biology (12 quarter/8 semester credits); Ecology (3 quarter/2 semester credits)

*Convert quarters to semester hours*

**ACKNOWLEDGEMENTS**

- Recognized by supervisors at Oregon Department of Fish and Wildlife and U.S. Geological Survey for superior initiative and work ethic

*can be grouped or under each job*

**TECHNICAL SKILLS/COMPUTER PROGRAMS**

GIS, Microsoft Word and Excel

**CERTIFICATIONS**

American Red Cross First Aid/CPR 2019

GIS Certificate, GIS Certification Institute 2019

**AFFILIATIONS**

American Fisheries Society, Oregon Chapter

Minorities in Natural Resources Society, Oregon State University Chapter

**REFERENCES**

Paul Pedant, Assistant Professor, Oregon State University

Department of Fisheries and Wildlife Science

(541) 737-1939

[Paul.Professor@oregonstate.edu](mailto:Paul.Professor@oregonstate.edu)

Rhonda Researcher, Fisheries Program Leader

USGS-BRD Klamath Field Station

9999 Fishery Way

Klamath Falls OR 97603

(541) 111-1111

[Rhonda.Researcher@usgs.gov](mailto:Rhonda.Researcher@usgs.gov)

Henrietta Habitat, Restoration Biologist

USFS, Siuslaw National Forest, Mapleton District

55 Forest Service Road

District, Oregon 99999

(000) 000-0000

[Habitat@usfs.gov.us](mailto:Habitat@usfs.gov.us)

**EXPERIENCE Wildlife Technician 1 Summer 2019**

**Oregon Department of Fish and Wildlife, Summer Lake Wildlife Area**

Responsibilities: Participated in waterfowl banding program

- Set and monitored 6-8 waterfowl traps nightly for 10 weeks
- Banded and released over 400 ducks of 9 species
- Surveyed 1000-acres of wetlands by foot and boat to map waterbird nest sites
- Trapped more ducks than in previous years of data collection even though populations were down

*quantify and specify*

**Waterfowl Surveyor, Volunteer Winter 2019**

**U.S. Fish and Wildlife Service, Finley Wildlife Refuge**

Responsibilities: Assisting with annual mid-winter census of waterfowl in Willamette Valley

- Conducted 65 hours of surveys over 4 weeks
- Independently conducted counts of all waterfowl at 2 reservoirs
- Censused waterfowl at Fern Ridge Reservoir with team of biologists using vehicle transects
- Acknowledged by supervisors for waterfowl identification skills

**Wildlife Research Assistant, Intern Summer 2018**

**Oregon Department of Fish and Wildlife, Roseburg**

Responsibilities: Assisting with wildlife research projects and other daily District duties

- Radio-tracked 18 white-tailed deer to determine fawn survival
- Compiled and entered data from bear, cougar and white-tailed deer research projects into Access
- Assisted with trapping and ear-tagging 20 black-tailed deer
- Developed and delivered PowerPoint presentation to local hunters on white-tailed deer research
- Responded to public requests for information
- Assisted with wildlife damage assessments

**Wildlife Rehabilitator, Volunteer Fall, Winter, Spring 2018**

**Cascades Wildlife Rehabilitation Center, Salem**

Responsibilities: Working with staff, volunteers and interns to rehabilitate injured and orphaned wildlife

- Provided medical treatment (emergency and routine) to wild birds, mammals and reptiles
- Cleaned, fed and exercised recovering wildlife
- Assisted veterinarian with surgeries on injured wildlife
- Supervised and trained ~30 new volunteers
- Conducted weekly tours of facility and communicated daily with the public

**RESEARCH Student Researcher Jan. 2016-June 2018**

**Environmental Monitoring Program, Oregon State University, Corvallis, OR**

Project: Designed and conducted a research project to monitor the changes in avian biodiversity and abundance in Henry Cowell Redwoods State Park

- Collected data on the differences in avian biodiversity and abundance in relation to season, climate, and habitat over the course of two years in Henry Cowell Redwoods State Park, in Felton, California
- Collected observational data at 8 sites in four different types of habitat twice a month for approximately two years
- Collected weather data including humidity, wind speed and direction, and temperature, using a Kestrel weather meter; also noted percent cloud cover
- Used the Shannon-Weiner Index to compare the avian biodiversity of different habitats and seasons

**EDUCATION Oregon State University, Corvallis, OR B.S. Fisheries and Wildlife Sciences-June 2018**

Specialization **Avian Ecology**

Group Senior Project **Waterfowl Use of Wetlands in Eastern Oregon**

GPA: **3.75**

Samuel Scientist - 2

**PUBLICATION** Jones, J., C. Cook, H. Hunter and S. Scientist. June, 2019. Waterfowl Use of Wetlands in Eastern Oregon. Report to Oregon Fish and Wildlife and The Cattleman's Association. 34pp.

**PRESENTATIONS** "White-tailed deer survival in Southwestern Oregon," August 2018. Oregon Hunters Association, Roseburg OR..

**LEADERSHIP** Secretary, Fish and Wildlife Club 2017

**AWARDS** Wanda Wildlife Academic Scholarship 2017  
Dean's List – 6 quarters  
Best Undergraduate Poster, Dept. Fisheries and Wildlife 2018

**REFERENCES** **Dr. Wally Waterfowl**  
Avian Ecologist, Fisheries and Wildlife Science, OSU  
541-737-4531 [wally.waterfowl@univ.edu](mailto:wally.waterfowl@univ.edu)

**Manuel Manager**  
Manager, Summer Lake Wildlife Area  
222-222-2222 [marty.manager@state.or.us](mailto:marty.manager@state.or.us)

**David Duck**  
US Fish and Wildlife Service, Finley Wildlife Refuge  
555-555-5555 [duckd@us.gov](mailto:duckd@us.gov)

**Donna Deer**  
Biologist, Oregon Department of Fish and Wildlife  
999-999-9999 [deerd@odfw.or](mailto:deerd@odfw.or)

# Sam Career Changer

444 6<sup>th</sup> Street, Corvallis OR 97330 (541) 444-4444 Sam.C.Changer@onid.orst.edu

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## EDUCATION

Oregon State University, Corvallis, OR  
Major: Fisheries and Wildlife Sciences; Minor: Forestry  
Anticipated Graduation: 2021

## SUMMARY OF QUALIFICATIONS

- Skilled in heavy machinery after two years as a laborer for the Washington Timber Company
- Able to operate outdoors in harsh conditions from growing up camping, hiking and whitewater rafting
- Familiar with ecological concepts gained from my biology, ecology and field sampling courses

## EXPERIENCE

**FW 255: Field Sampling**, Department of Fisheries and Wildlife, Oregon State University Spring 2019  
Collected data about the differences in avian biodiversity and abundance in different habitats over ten weeks in Bald Hill Natural Area, Wenatchee, WA

- Conducted timed observational surveys in 3 different types of habitat at Bald Hill once a week for 4 weeks
- Identified birds using visual and auditory cues
- Entered and organized data in a Microsoft Excel database
- Utilized the Shannon-Weiner Diversity Index to calculate the avian biodiversity at Bald Hill
- Worked with a team of three other students to design and conduct this research project for our class

**Volunteer**, Washington Department of Fish and Wildlife, Wenatchee, WA, March 2019 – present

- Stocked fish into high lakes in North Cascades lakes
- Hiked 5-10 miles daily
- Confirmed my dedication to succeed as a fisheries biologist

*show professional motivation*

**Event Security**, Event Staff Inc. Seattle, Washington, May 2018-March 2019

- Assisted with orderly crowd entry to events by answering questions and providing directions
- Searched attendees bags
- Learned to work effectively with diverse clientele

*show communication skills*

**Warehouseman**, Domingo Products, Seattle, Washington, June 2017-May 2018

- Operated forklift to unload trucks and stack freight in numbered areas for easy access
- Maintained accurate inventory records by assuring freight inventory matched shipping slips

**Laborer**, Washington Timber Company, Wenatchee, Washington, Summers 2015-2016

- Assisted in road and culvert construction
- Drove and operated water truck, roller, front-end loader and off-road dump truck
- Removed brush from sides of newly-cut roads using chainsaw and polesaw
- Worked independently without direct supervision
- Learned to operate, maintain and repair a variety of power equipment and tools

*show ability to work independently*

**Sales Associate**, MacDonald's Restaurant, Portland, Oregon, part time 2007 - 2008

- Provided consistent customer service
- Learned to work efficiently under intense time pressure

*emphasize equipment skills*

## COMPUTER PROGRAMS

Microsoft Word and Excel

## SPECIAL SKILLS and TRAINING

Whitewater rafting training 2017, Washington Off-road Safety Course 2019

## CARMEN CAMP

Anywhere, US

(831) xxx-xxx | email@onid.oregonstate.edu

### EDUCATION

Oregon State University, Corvallis, OR  
Fisheries and Wildlife Sciences, Expected Graduation: 2021

State Community College, Anywhere, US  
A.S. Biology 2019

### EXPERIENCE

**Grassland Entomology Intern** **June-Sept. 2019**  
**Branch Experiment Station, Hermiston Agricultural Research and Extension Center, Hermiston, OR**

- Collected invertebrate pollinator and spider samples at 3 locations
- Identified flowering plants during vegetation data collection
- Sampled bees by sweep netting
- Set and collected two types of traps: pan traps and pitfall traps
- Hiked across rugged grasslands to the plots while carrying sampling materials
- Navigated to each plot using maps and a GPS

**Animal Care Volunteer** **May-Aug. 2018**  
**Applegate Wildlife Center, Santa Cruz, CA**

- Cleaned and fed injured and orphaned native wildlife
- Performed basic medical procedures including administering subcutaneous fluids and tube feeding
- Managed feeding/cleaning charts and weight charts for patients
- Monitored baby bird viewing stations at family events to ensure bird-wellbeing

**Volunteer Exhibit Guide** **Nov. 2016-June 2018**  
**Seymour Marine Discovery Center, Long Marine Lab, Santa Cruz, CA**

- Worked in the exhibit hall, educating the public about the Monterey Bay Marine Sanctuary
- Interacted with large groups people of all ages, including school groups and tour groups
- Interpreted aquarium exhibits containing organisms commonly found in the Monterey Bay
- Supervised touch tanks and the shark tank during operating hours

**Wildlife Specialist**  
**High Desert Museum – Bend, OR** **July 2015 – July 2016**

- Trained animals for handling, husbandry, and educational behaviors
- Compiled, summarized, and developed comprehensive records on each program and exhibit bird
- Prepared diets for program and exhibit mammals and birds of prey daily, emulating diets in the wild
- Organized, prepared, and presented programs, daily speeches and interpretations for museum guests and local schools; shared species-specific biology, life history, and animal husbandry facts

### OTHER EXPERIENCE

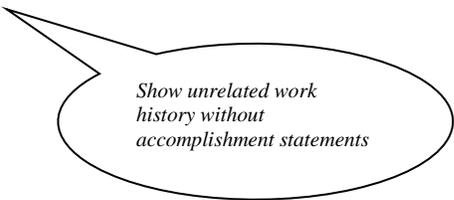
**Server**, Applebee's, Bend, OR July 2014 – June 2015  
**Lifeguard**, Bend City Pool, Bend, OR July 2014 – Sept. 2014

### TECHNICAL SKILLS/COMPUTER PROGRAMS

Microsoft Office Suite, Adobe Photoshop

### PROFESSIONAL AFFILIATIONS

The Wildlife Society, Member  
North American Association of Environmental Education, Member



Show unrelated work  
history without  
accomplishment statements

ACTION/ACHIEVEMENT VERBS FOR YOUR RESUME – adopted from OSU Career Services

ANALYZED	interpreted	acquired	read	classified	negotiated
abstracted	interviewed	advanced	reduced	collected	persuaded
appraised	lectured	allowed	reflected	compiled	promoted
assessed	listened	assured	reinforced	composed	purchased
briefed	prepared	eliminated	related	coordinated	raised
clarified	presented	encouraged	restored	copied	recommended
classified	publicized	expanded	saved	correlated	recruited
compared	recorded	facilitated	shared	detailed	stimulated
computed	reported	fostered	solved	facilitated	
correlated	responded	guaranteed	spoke	filed	SUPERVISED
critiqued	spoke	inspired	stimulated	gathered	MANAGED
debated	talked	mastered	strengthened	graphed	administered
defined		maximized	substituted	identified	allocated
detected	CREATED	minimized	supported	inspected	approved
determined	DEVELOPED	motivated	sustained	located	arranged
diagnosed	acted	obtained	taught	maintained (books)	assigned
discriminated	adapted	overcame	trained	mapped	authorized
dissected	authored	promoted	validated	met (deadlines)	bolstered
evaluated	bolstered	provided		methodized	coached
examined	built	reduced	OPERATED	obtained	conducted
identified	charged	restored	REPAIRED	organized	consulted
inspected	clarified	stimulated	MAINTAINED	planned	contracted
integrated	composed	strengthened	adjusted	prepared	controlled
interpreted	conceived	upgraded	adapted	prioritized	coordinated
interviewed	corrected		bolstered	processed	decided
investigated	designed	COUNSELED	clarified	programmed	delegated
judged	devised	INSTRUCTED	corrected	ranked	directed
maintained	discovered	LEARNED	eliminated	recorded	dispatched
mapped	drafted	adapted	executed	reorganized	distributed
monitored	eliminated	advised	expedited	reproduced	educated
observed	established	advocated	facilitated	retrieved	encouraged
perceived	expanded	aided	fixed	revamped	enforced
ranked	expedited	applied	implemented	reviewed	evaluated
read	experimented	assessed	installed	revised	executed
reasoned	facilitated	assisted	modified	routinized	exercised
related	fashioned	briefed	ordered	scheduled	expedited
researched	fixed	cared	prepared	set	facilitated
reviewed	formulated	charged	prioritized	simplified	fired
screened	generated	clarified	produced	solved	followed (through)
scanned	improved	coached	programmed	streamlined	fostered
solved	increased	comforted	promoted	structured	hired
studied	influenced	communicated	ran	synthesized	implemented
summarized	initiated	conducted	reduced	systemized	instructed
surveyed	innovated	consulted	serviced	tabulated	led
synthesized	instituted	coordinated	set	updated	maintained
verified	integrated	demonstrated	sustained		managed
visualized	introduced	educated	transported	SERVED	met (deadlines)
	invented	empathized	upheld	assisted	monitored
ASSISTED	launched	enabled	utilized	attended	motivated
advised	modified	encouraged		cared	organized
bolstered	originated	enlightened	NEGOTIATED	catered	oversaw
collaborated	perceived	established	advised	delivered	planned
contributed	performed	exercised	advocated	entertained	prepared
consulted	planned	explained	arbitrated	facilitated	prioritized
cooperated	prioritized	facilitated	bargained	furnished	promoted
enlisted	produced	fostered	expedited	listened	purchased
facilitated	promoted	guided	facilitated	maintained	regulated
fostered	proposed	helped	lobbied	prepared	reinforced
helped	recommended	implemented	mediated	procured	responded
located	reduced	improved	merged	provided	retained
participated	restored	influenced	motivated	satisfied	reviewed
referred	refined	informed	persuaded	served	scheduled
served	revamped	inspired	promoted	supplied	selected
strengthened	set	interpreted	reconciled		set
supported	shaped	investigated	solved	SOLD	solved
sustained	simplified	led		advertised	strengthened
	solved	listened	ORGANIZED	auctioned	supervised
COMMUNICATED	streamlined	maintained	accumulated	bartered	taught
addressed	substituted	manipulated	arranged	bolstered	trained
answered	visualized	modified	assembled	enlisted	
briefed		motivated	balanced	facilitated	
corresponded	ACHIEVEMENT	observed	budgeted	generated	
explained	WORDS	perceived	built	helped	
expressed	achieved	persuaded	cataloged	maintained	
facilitated		promoted	clarified	motivated	

## MORE ACTION/POWER VERBS

A-B accelerated acclimated accompanied accomplished achieved acquired acted activated actuated adapted added addressed adhered adjusted administered admitted adopted advanced advertised advised advocated aided aired affected allocated altered amended amplified analyzed answered anticipated appointed appraised approached approved arbitrated arranged ascertained asked assembled assigned assumed assessed assisted attained attracted audited augmented authored authorized automated awarded avail balanced bargained borrowed bought broadened budgeted built

C calculated canvassed capitalized captured carried out cast cataloged centralized challenged chaired changed channeled charted checked chose circulated clarified classified cleared closed co-authored collaborated collected combined commissioned committed communicated compared compiled complied completed composed computed conceived conceptualized concluded condensed conducted conferred consolidated constructed consulted contracted contrasted contributed contrived controlled converted convinced coordinated corrected corresponded counseled counted created critiqued cultivated cut

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E earned eased edited effected elected eliminated employed enabled encouraged endorsed enforced engaged engineered enhanced enlarged enriched entered entertained established estimated evaluated examined exceeded exchanged executed exempted exercised expanded expedited explained exposed extended extracted extrapolated

F-H facilitated familiarized fashioned fielded figured financed fit focused forecasted formalized formed formulated fortified found founded framed fulfilled functioned furnished gained gathered gauged gave generated governed graded granted greeted grouped guided handled headed hired hosted

I identified illustrated illuminated implemented improved improvised inaugurated indoctrinated increased incurred induced influenced informed initiated innovated inquired inspected inspired installed instigated instilled instituted instructed insured interfaced interpreted interviewed introduced invented inventoried invested investigated invited involved isolated issued

J-M joined judged launched lectured led lightened liquidated litigated lobbied localized located maintained managed mapped marketed maximized measured mediated merchandised merged met minimized modeled moderated modernized modified monitored motivated moved multiplied

N-O named narrated negotiated noticed nurtured observed obtained offered offset opened operated operationalized orchestrated ordered organized oriented originated overhauled oversaw

P paid participated passed patterned penalized perceived performed permitted persuaded phased out pinpointed pioneered placed planned polled prepared presented preserved presided prevented priced printed prioritized probed processed procured produced profiled programmed projected promoted prompted proposed proved provided publicized published purchased pursued

Q-R quantified quoted raised ranked rated reacted read received recommended reconciled recorded recovered recruited rectified redesigned reduced referred refined regained regulated rehabilitated reinforced reinstated rejected related remedied remodeled renegotiated reorganized replaced repaired reported represented requested researched resolved responded restored restructured resulted retained retrieved revamped revealed reversed reviewed revised revitalized rewarded routed

S safeguarded salvaged saved scheduled screened secured segmented selected sent separated served serviced settled shaped shortened showed shrank signed simplified sold solved spearheaded specified speculated spoke spread stabilized staffed staged standardized steered stimulated strategized streamlined strengthened stressed structured studied submitted substantiated substituted suggested summarized superseded supervised supplied supported surpassed surveyed synchronized synthesized systematized

T-W tabulated tailored targeted taught terminated tested testified tightened took traced traded trained transacted transferred transformed translated transported traveled treated tripled uncovered undertook unified united updated upgraded used utilized validated valued verified viewed visited weighed welcomed widened witnessed won worked wrote