

FACULTY OF SOCIAL SCIENCE
AND HUMANITIES
PRACTICUM MANUAL
2018-19



CONTENTS

PRACTICUM OVERVIEW ①

PRACTICUM PLANNING CHART ②

PRACTICUM APPLICATION FORM ③

PERSONAL STATEMENT ④

COVER LETTER TEMPLATE ⑤

RESUME TEMPLATE ⑥

LIST OF ACTION WORDS

PRACTICUM OVERVIEW 1

The Practicum (SSCI 4098U) is an **elective course** with a **placement component** and **in-class component**. The Practicum represents **100 hours of placement (unpaid)** over the course of **one academic semester (Fall or Winter)**. It is an intensive, challenging, and potentially rewarding academic course.

The Practicum is a competitive course offered to a limited number of students. After the initial Application and Practicum Meeting, the Practicum Office will invite the successful candidates to register for the Practicum course (SSCI 4098U), while unsuccessful applicants will be advised to take an elective in its place.

To be eligible for the Practicum, students must possess a minimum grade point average (GPA) of 3.0 (B) and 84 credit hours (4th year standing). The Practicum Office will review this criteria (GPA and credit hours) prior to inviting applicants to move forward in the process. Prospective students must participate in the Pre-Practicum Process (see 2 [Practicum Planning Chart](#)).

The **Pre-Practicum Process** is a demanding, in-depth process that tasks students with a series of time-sensitive requirements. The **Pre-Practicum Process begins in the Winter semester with an email to all 3rd and 4th year students**. In this email, we will recommend that students register for, and attend, an optional Practicum Information Session (tips and next steps).

Additional information and deadlines can be found in the 2 [Practicum Planning Chart](#). The Practicum Planning Chart is designed to help students prepare for the Practicum.

Students interested in participating in the Practicum **must** complete and submit the attached 3 [Practicum Application Form](#), 4 [Personal Statement](#), 5 [Cover letter](#), 6 [Resume](#), and ID (photocopy) by the application deadline: **March 23, 2018 at 12:00 PM (noon)**.

Note: the Practicum Office reserves the right to remove students from the Pre-Practicum Process at any time.

Practicum Benefits for Student:

- A well-rounded education, enriched by practical application of classroom learning
- Opportunities to gain relevant skills and realistic expectations of the workforce before graduation
- Opportunities to gain a broader understanding of career options
- Maturity and self-esteem as productive members of the workforce as well as confidence and skills developed through working with others
- Documented practical experience, a resume, job search skills and a network of contacts upon graduation
- Experience with self-directed learning (developing and implementing personal and professional goals and strategies)

Practicum Student Responsibilities:

- Check UOIT.net email daily and respond to Practicum related correspondence within 48 hours
- Conform to all the conditions and rules that apply to employees in the organization
- Exercise ethical workplace conduct
- Set goals for learning and work on enhancing academic, professional and personal goals
- Maintain employer confidentiality
- Accept feedback and suggestions for improvement in a positive manner
- Resolve problems or issues that may arise in a prompt, professional manner

The [Practice Application Form](#) and Practicum Meeting help the Practicum Office understand each student's unique set of goals, interests, and expectations. This process helps guide the effort to match students with appropriate organizational environments, populations, and projects.

Matching Process

Once students receive notification of their placement 'match' with a prospective organization, they must take immediate steps towards completing a specific (targeted) cover letter and resume by the deadline provided by the Practicum Office. The Practicum Office will send the application (cover letter and resume) to the organization on behalf of the student. The organization will establish an interview with the student, or the Practicum Office may advise the student to contact the placement supervisor directly to establish an interview. At this point, students are committed to their assigned placement and may not drop it in favour of an alternate placement.

If students have a successful interview with their prospective organization, they may proceed with the 100 hours of fieldwork and accompanying course materials. If the student has an unsuccessful interview, the Practicum Committee may attempt to arrange an alternative course of action (in some cases, the Practicum Office will not move forward with the student). If a suitable alternate placement cannot be secured, the student will be advised to register for an elective in place of the Practicum.

Students Registered with Student Accessibility Services

UOIT, and by extension the Practicum Office, is committed to inclusion and equity in the learning environment. The Practicum Office operates under the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Students requesting accommodations and supports are required to register with Student Accessibility Services at UOIT's downtown Oshawa location. Registration with Student Accessibility Services does not appear on any official university record. All documentation provided to the Practicum Office is kept in a locked cabinet. Personal information is not shared with anyone (including placement supervisor(s) or prospective placement organizations) without your prior written consent.

Students Wishing To Arrange Their Own Placement

Students wishing to coordinate their own placement are expected to satisfy the requirements outlined in Pre-Practicum Curriculum. These students must first consult with, and receive permission from, the Practicum Office before making arrangements with a prospective organization. **Students who attempt to arrange their own placement (without permission from the Practicum Office) will be removed from the process.**

Students wishing to discuss matters with the Practicum Office must book an appointment through sshpracticum@uoit.ca. Students' meeting requests must detail the specific reason(s) for making an appointment.

PRACTICUM PLANNING CHART 2

MONTH	PRE-PRACTICUM PROCESS ACTIVITIES	REQUIRED ACTION
January & February 2018	<p>Register for and attend a Practicum Information Session. Attendance is optional, but highly recommended for students wishing to enrol in the Practicum. The information session is your opportunity to ask questions and learn more about the Practicum, Pre-Practicum Process, expectations, requirements and more. RSVP to sshpracticum@uoit.ca by February 2nd to secure a session date and time. Room location (building/room number) will be provided upon RSVP.</p> <p><u>Practicum Information Sessions:</u></p> <p>#1 February 6th – 5:00 – 6:00 p.m. #2 February 15th – 10:00 – 11:00 a.m. #3 February 21st – 10:00 – 11:00 a.m. (reading week)</p>	<p>RSVP by February 2 to secure a Practicum Information Session date and time</p>
February 2018	<p>Register for and attend a mandatory Cover Letter and Resume workshop with Career Services. Attendance will be recorded and students who do not attend a Cover Letter and Resume workshop will not be eligible to proceed with the Practicum. Register to attend a Cover Letter and Resume Workshop through the Student Life portal: https://studentlifeportal.uoit.ca/home.htm.</p> <p><u>Cover Letter and Resume Workshops:</u></p> <p>#1 March 2nd – 9:30 – 10:30 a.m. #2 March 8th – 11:00 a.m. – 12:00 p.m. #3 March 13th – 2:30 – 3:30 p.m.</p>	<p>Register for and attend a Cover Letter and Resume Workshop with Career Services</p>
March 23, 2018	<p>Print and complete the ③ Practicum Application Form.</p> <p>Develop a Personal Statement, Resume, and Cover letter. Please follow the templates provided in the manual. Note: Follow the templates provided in this manual. If your personal statement, cover letter and resume do not adhere to the templates your documents will not be accepted and you will be advised to secure an elective in place of the Practicum. For the purposes of this exercise, kindly address your cover letter to an organization you have researched. <u>Please do not address your cover letter to the Practicum Office or members of the Practicum Office.</u></p> <p>Submit a completed Practicum Application package (③ Practicum Application Form, ④ Personal Statement, ⑤ Cover letter, ⑥ Resume and ID (photocopy) - driver's license (or other valid government-issued, picture ID) to the Practicum wall file (located between DTB 405 and DTB 406) on or before March 23, 2018 at 12:00 PM (noon).</p> <p>Late applications will not be considered. Applications deemed unsuccessful will not be accepted and students will be notified via email and advised to secure an elective</p>	<p>Complete the ③ Practicum Application Form</p> <p>Use the personal statement, resume and cover letter templates to help guide the construction of your materials</p> <p>Submit application package by March 23, 2018 at 12:00 p.m. (noon)</p>
April 15, 2018	<p>Students will be notified of the status of their application by April 15, 2018. Successful applicants will be notified of their semester (Fall 2018 or Winter 2019) and invited to attend a Practicum Meeting with the Practicum Office. Unsuccessful applicants will be advised to secure an elective in place of the Practicum course.</p>	<p>Application update from Practicum Office</p>

NEXT STEPS - FALL 2018 STUDENTS

DATES	PRE-PRACTICUM PROCESS ACTIVITIES	REQUIRED ACTION
April 16 – May 4, 2018	Attend a Practicum Meeting with the Practicum Office. The date, time, and location of the meeting will be communicated via UOIT.net. You will receive an information sheet at your Practicum Meeting outlining the following required documentation and deadlines.	Attend Practicum Meeting
May 14 – 31, 2018	<p>Register for and attend a mandatory Interview Techniques workshop with Career Services. Attendance is required for students wishing to enrol in the Practicum. Attendance will be recorded and students who do not attend an Interview Techniques workshop will not be eligible to proceed with the Practicum. Registration details will be sent to students in April.</p> <p><u>Interview Techniques Workshops:</u></p> <ul style="list-style-type: none"> #1 Week of May 14 #2 Week of May 21 #3 Week of May 28 	Register for and attend the Interview Techniques Workshop
May 2018	<p>Apply for a Vulnerable Sector Check through your local police service. Note: students will receive a letter on UOIT letterhead at the Practicum Meeting. This letter explains to your local police services that you are a UOIT Practicum student applying for a Vulnerable Sector (VS) check. Toronto residents will be given a waiver form. When you apply for your VS check please keep your receipt. You will be asked to submit your receipt (original or photocopy) to the Practicum Office as proof that you have applied for your check.</p> <p>Complete “WHMIS for Everyone – The Essentials” training - https://ssbp.mycampus.ca/prod/www_hso.ghs1.p_main. You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module.</p> <p>Complete “Health and Safety at Work” training - http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php. You will receive a "Proof of Completion" certificate once you complete the training. Please save and/or print the certificate before exiting the module.</p> <p style="text-align: center;">All required documents must be submitted by May 31, 2018 in order to move forward.</p>	<p>Apply for VS check and submit receipt by May 31, 2018</p> <p>Complete WHMIS training and submit certificate by May 31, 2018</p> <p>Complete Health and Safety training and submit certificate by May 31, 2018</p>
July 2018	REGISTER FOR THE PRACTICUM COURSE	
June July August 2018	<p>Once your Practicum file is verified as <i>complete</i>, you will be advised of your placement match (organization) via your UOIT.net account. In turn, you will forward an electronic copy of your resume and cover letter (addressed to the placement supervisor / organization) to the Practicum Office. The Practicum Office will forward your materials to the organization on your behalf. Please note: students should not contact the placement organization unless instructed to do so by the Practicum Office.</p> <p>Prior to your placement interview/ meeting you will receive an electronic folder of documents, timelines from the Practicum Office. After securing a placement, arrange a time to complete these documents with your placement supervisor/ placement organization. The completed forms are required in order to continue with your placement.</p>	

NEXT STEPS – WINTER 2019 STUDENTS

DATES	PRE-PRACTICUM PROCESS ACTIVITIES	REQUIRED ACTION
July 2018	REGISTER FOR THE PRACTICUM COURSE	
August 20 – September 7, 2018	Attend a Practicum Meeting with the Practicum Office. The date, time, and location of the meeting will be communicated via UOIT.net. You will receive an information sheet at your Practicum Meeting outlining the following required documentation and deadlines.	Attend Practicum Meeting
September 10 – 28, 2018	<p>Register for and attend a mandatory Interview Techniques workshop with Career Services. Attendance is required for students wishing to enrol in the Practicum. Attendance will be recorded and students who do not attend an Interview Techniques workshop will not be eligible to proceed with the Practicum. Registration details will be sent to students in August.</p> <p><u>Interview Techniques Workshops:</u></p> <ul style="list-style-type: none"> #1 Week of September 10 #2 Week of September 17 #3 Week of September 24 	Register for and attend the Interview Techniques Workshop
September 2018	<p>Apply for a Vulnerable Sector Check through your local police service. Note: students will receive a letter on UOIT letterhead at the Practicum Meeting. This letter explains to your local police services that you are a UOIT Practicum student applying for a Vulnerable Sector (VS) check. Toronto residents will be given a waiver form. When you apply for your VS check please keep your receipt. You will be asked to submit your receipt (original or photocopy) to the Practicum Office as proof that you have applied for your check.</p> <p>Complete “WHMIS for Everyone – The Essentials” training - https://ssbp.mycampus.ca/prod/www_hso.ghs1.p_main. You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module.</p> <p>Complete “Health and Safety at Work” training - http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php. You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module.</p> <p style="text-align: center;">All required documents must be submitted by September 28, 2018 in order to move forward.</p>	<p>Apply for VS check and submit receipt by September 28, 2018</p> <p>Complete WHMIS training and submit certificate by September 28, 2018</p> <p>Complete Health and Safety training and submit certificate by September 28, 2018</p>
October November December 2018	<p>Once your Practicum file is verified as <i>complete</i>, you will be advised of your placement match (organization) via your UOIT.net account. In turn, you will forward an electronic copy of your resume and cover letter (addressed to the placement supervisor / organization) to the Practicum Office. The Practicum Office will forward your materials to the organization on your behalf. Please note: students should not contact the placement organization unless instructed to do so by the Practicum Office.</p> <p>Prior to your placement interview/ meeting you will receive an electronic folder of documents, timelines from the Practicum Office. After securing a placement, arrange a time to complete these documents with your placement supervisor/ placement organization. The completed forms are required in order to continue with your placement.</p>	

PRACTICUM APPLICATION FORM **3**

Practicum Application Form

The Practicum Application Form is used by 3rd year SSH students to initiate their participation in, and commitment to, the Practicum process and all related activities. Students must be eligible to apply for the Practicum course (SSCI 4098U). To be eligible for the Practicum, students must have 4th year standing (84 credit hours) and possess a minimum **B average** (GPA of 3.0 or higher). The Practicum Office will check these criteria in the summer of 2018.

The Practicum Application Form, Personal Statement, Cover letter and Resume and photocopy of government issued I.D. must be completed and returned to the Practicum Office by **12 PM (noon)** on **MARCH 23, 2018**. The documents will be reviewed by the Practicum Office and used to determine and assess **professional suitability** and **Practicum readiness**. Late submissions will not be accepted.

Last name:

First name:

Student ID:

Program:

Specialization (if applicable):

Minor (if applicable):

Address (full permanent address incl. postal code):

Telephone (main):

Telephone (alternate):

UOIT.net email:

GEOGRAPHICAL PREFERENCES:

The majority of Practicum placements are located within UOIT's catchment area – Durham Region. It is possible, however, to explore opportunities outside of Durham. Please indicate your geographical preference(s) for placement:

1. _____ 2. _____ 3. _____

Durham (Pickering, Ajax, Whitby, Oshawa, Clarington, Scugog, Uxbridge, Brock)

East of Durham (Port Hope, Cobourg, Belleville)

Kawarthas (Lindsay, Peterborough)

Toronto (west of Yonge, east of Yonge, Downtown)

North of Toronto (Markham, Newmarket, Richmond Hill, Vaughan)

West of Toronto (Mississauga, Brampton)

Other (please specify)

IDENTIFYING IDEAL PRACTICUM ORGANIZATIONS:

Please research and identify a **minimum of 3 organizations** that would offer the type of Practicum experience you are hoping to secure. Be sure to diversify your chosen organizations and activities (in other words, do not simply write the same type of organization 3 times).

Please note: the Practicum Office cannot guarantee a placement with any of the organizations you identify. Your research will be used to help the Practicum Office better understand the types of environments, activities, projects, populations and issues you are aiming for. **If you require additional space, you may submit this exercise as a separate attachment.**

<p><u>IDEAL PRACTICUM ORGANIZATION #1</u></p> <p>Name of Organization (specific area/program):</p> <p>Address:</p> <p>Contact Information:</p> <p>Please outline desired activities, tasks and learning outcomes:</p>	<p><u>IDEAL PRACTICUM ORGANIZATION #2</u></p> <p>Name of Organization (specific area/program):</p> <p>Address:</p> <p>Contact Information:</p> <p>Please outline desired activities, tasks and learning outcomes:</p>
<p><u>IDEAL PRACTICUM ORGANIZATION #3</u></p> <p>Name of Organization (specific area/program):</p> <p>Address:</p> <p>Contact Information:</p> <p>Please outline desired activities, tasks and learning outcomes:</p>	<p><u>IDEAL PRACTICUM ORGANIZATION #4 (OPTIONAL):</u></p> <p>Name of Organization (specific area/program):</p> <p>Address:</p> <p>Contact Information:</p> <p>Please outline desired activities, tasks and learning outcomes:</p>

VULNERABLE SECTOR (VS) POLICE CHECK:

Acquiring a VS police check is a Practicum requirement. Students will be asked to bring a copy of their Vulnerable Sector Police Check to their eventual interview with a Practicum organization. Placement organizations with an increased sense of risk or security may require additional screenings.

Do you know of any issues that may hinder or impede your ability to secure a vulnerable sector check?

- Yes
- No

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

- Yes
- No

MEDICAL REQUIREMENTS:

As a condition of certain Practicum placements you may be required by the placement organization to complete or provide proof of specific medical tests including, but not limited to, the following; chest x-ray, hepatitis vaccination, flu shot, TB skin tests or routine physical exam.

Are you prepared to complete medical testing if required by the placement organization? Certain tests may not be covered by the provincial or student health plan.

- Yes
- No

OTHER CONSIDERATIONS:

Do you have special considerations or personal factors that may affect your full participation in the Pre-Practicum Process, Practicum course (SSCI 4098U) and/or placement? For example, family, daycare, multiple jobs, varsity athletics, etc.?

Did you attend an Information Session?

- Yes
- No

How will you get to your placement?

- Car
- Public Transit

MESSAGE FROM THE PRACTICUM OFFICE:

The process of coordinating Practicum placements sometimes requires the Practicum Office to share information provided on this form with prospective placement organizations.

Do you give permission to the Practicum Office to share your information with prospective organizations for the purposes of placement?

- Yes
- No

The Practicum Office will communicate with you via your **UOIT.net** email account. Do you agree to check your UOIT.net email daily and respond to requests by the Practicum Office or placement organizations within 48 hours?

- Yes
- No

Indicate (circle) the semester you would prefer to register for and complete the Practicum (course and placement).

Fall 2018 or Winter 2019

Note: Your preference will be taken into consideration, however the Practicum Office reserves the right to assign students to the Fall 2018 or Winter 2019 semester.

Student Signature: _____ Date: _____

Staple and submit your Practicum Application Form, Cover letter, Resume and Personal Statement to the wall file (between DTB405 and DTB406), by **12 PM (noon)** on **MARCH 23, 2018**.

- Practicum Application Form (4+ pages)
- Personal Statement (1 page max)
- Cover letter (1 page max)
- Resume (2 pages max)
- Photocopy of government issued ID (1 page - Photo and address side only)

Students will be notified of the status of their application by April 15, 2018. Successful applicants will be notified of their semester (Fall 2018 or Winter 2019) and invited to attend a **Practicum Meeting** with the Practicum Office. Unsuccessful applicants will be advised to secure an elective in place of the Practicum course.

FOR PRACTICUM OFFICE USE:

PERSONAL STATEMENT 4

The Personal Statement is one of the most important components of the Practicum Application package. The information provided will help the Practicum Office determine professional suitability and practicum readiness.

The Practicum Office encourages you to think critically about your experiences, interests, goals and expectations and use this opportunity to share information you believe will help the Practicum Office assess your candidacy.

There is no formula for writing a successful Personal Statement. The strongest Personal Statements are clear, organized, honest and realistic. The weakest Personal Statements tend to be very general or lack detail, e.g. *I would like to gain important skills and experiences in my field.*

Some points to include:

- Summary of your community and/or academic leadership and involvement
- Description of your unique skills, abilities or knowledge that will assist you during the Practicum experience
- Description of the specific skills, abilities or knowledge that you would like to develop during the Practicum experience
- Specific information about your expectations for the Practicum, including the specific organizations, populations or groups you hope to gain experience with

Your personal statement should be no longer than 1 page (500 words, 12 pt. font, single spaced) in length. Please be sure to proofread and edit your submission. Use proper spelling and grammar to ensure that your Personal Statement is error-free.

Additional tips and resources to guide your Personal Statement:

[Personal Statement Tip Sheet from UOIT's Career Centre](#)

[Personal Statement Guidelines from Purdue Online Writing Lab](#)

COVER LETTER TEMPLATE 5

An effective cover letter should complement, not duplicate, your resume. The cover letter is your opportunity to add a personal aspect to the skills and qualifications outlined in your resume. Below is a typical view of a cover letter.

Name

Address

UOIT Email and Phone Number

*Note: Cover Letter header should match Resume header

Current Date

Full Name of Person You Are Sending Your Resume To

Job Title of Person

Organization Name

Organization Address Including Postal Code

Dear Mr. or Ms. _____,

Your opening paragraph should captivate the attention of the reader. Tell the organization why you are writing this letter, what position you are applying for, e.g. *Practicum student*, how you heard about the opening and why you are suitable for the practicum placement and/or organization.

In your second paragraph you should be more specific about why you should be considered for the position. In other words, what are your hard skills, work experiences, and achievements that are **relevant** to the practicum placement and/or organization? Use specific examples to demonstrate your suitability. Conclude the paragraph by tying this back to the practicum placement and/or organization. How will these attributes benefit the organization?

In your third paragraph, demonstrate your transferable/soft skills and use concrete examples to demonstrate your suitability. Address why you want to complete a placement with the organization, e.g. *What is it about their values or mission that appeals to you? What will your contribution be?* Show your enthusiasm for wanting to join the organization as a practicum placement student.

The last paragraph should thank the organization for considering you for the opportunity to complete a placement with the organization. Provide your availability for an interview and include the method you wish to be contacted, e.g. *I am available for an interview at your convenience and can be contacted by telephone at XXX-XXX-XXXX or email at xxx@uoit.net.*

Sincerely,

Your full name (typed)

RESUME TEMPLATE 6

A reverse chronological resume (1 - 2 pages, max. in length) is used to show your experiences that are directly related to the Practicum placement you are applying for. A reverse chronological resume lists your **most recent experience first** and gives a good historical view of your past achievements and how you have grown through each opportunity. Below is a typical view of a chronological resume:

Name

Address

UOIT Email and Phone Number

*Note: Resume header should match Cover Letter header

HIGHLIGHTS OF QUALIFICATIONS

- Describe 5 – 7 key skills and experiences that are **relevant** to the practicum placement and/or organization
- This section should be customized for each practicum placement and organization you are applying for
- Be sure to highlight your unique skills and achievements that may relate to the position, such as fluency in other languages, community or co-curricular involvement, scholarships, awards or certifications
- Each point must be supported by a specific role, responsibility, or accomplishment/award

EDUCATION AND TRAINING

Name of your Degree, Major/Specialization

Expected Graduation Date

Name of Institution, City and Province

- List your GPA (if applicable) along with its grade point equivalency, e.g. *3.7 GPA (equivalent to an A-)*
- Mention any academic achievements or awards, e.g. Dean's List
- List 3 to 4 courses that are relevant to the practicum placement and/or organization

WORK EXPERIENCE

Job Title

Dates of Employment

Employer, City, Province

- Describe accomplishments achieved on the job rather than work duties
- Use the Skill + Task + Result formula to describe your accomplishments, e.g. *Supervised activities for a team of 3 employees to design content for company website*
- Use past tense action verbs to start each point (unless it is a current position)

VOLUNTEER EXPERIENCE

Volunteer Title

Dates of Volunteerism

Organization, City, Province

- Describe accomplishments as you would for work experiences
- Emphasize important skills and/or experiences
- Use past tense action verbs to start each point (unless it is a current opportunity)

LIST OF ACTION WORDS

Management/ Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced

recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted

interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted

formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved

specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

**Financial/
Data Skills**

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved

corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved
creative skills
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

**Organization/
Detail Skills**

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded

distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

**More verbs for
Accomplishments**

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won