

# Resume Guide

## Job Posting

- Carefully review each job posting, highlighting key words related to skills, knowledge and experience
- Remember: Always save or print a copy of each job posting you apply to, as you will need to review this before an interview

## Content

- Put the most relevant information on the first page – employers often spend as little as 6 seconds reviewing a resume!
- Tailor your resume to the job you are applying for – showcase your knowledge, skills, abilities and experience that are transferable to those listed in the job posting
- Review your resume for spelling and grammatical errors and consider having someone at Career Services review your resume
- Use Action Words (verbs) to begin your bulleted achievement statements in your work experience section—this will help you create a more powerful case for how you’ve developed the key skills the employer is looking for

## Organization/Layout

- Try to keep your resume at 2–3 pages, with references on the third page; if applying to other countries, check their resume standards
- Present all relevant information in reverse chronological order (most recent to oldest)

## Formatting/Design

- Keep job titles on the left and dates on the right
- If you are having trouble keeping your resume on 2-3 pages, consider using narrower margins or choosing smaller line spacing
- Use a common font style and size (Calibri, Times New Roman, 11 or 12 point size, throughout your document); ensure consistency with your cover letter

## Infographic Resume

- This type of resume is best suited for creative industries such as communications, graphic design or social media, and includes visuals that catch the eye

## Social Media and Your Job Search

- Review all of your social media accounts and privacy settings
- Consider creating a LinkedIn profile which allows you to upload your resume content and connect with professionals locally and around the world

# Checklist



## Know Yourself and Your Audience

- Can you comfortably articulate your values, knowledge, skills, abilities, experience and interests as they relate to the position you are applying to?
- Did you perform an adequate amount of research on the prospective employer?

## Choose an Effective Format

- Did you choose a resume type that best suits your level of relevant experience and that effectively markets your skills, accomplishments and proven abilities?

## Showcase Your Skills

- Are you using one of the two recommended methods to showcase your skills (Highlights of Qualifications or Summary of Skills)?
- Did you begin your bulleted achievement statements with action verbs?
- Create skill statements that demonstrate your achievements rather than just listing descriptive adjectives (such as “good communication skills”) or job duties. Try to use the Formula: Action word + task (skills) + how you demonstrated or developed it.

## Polish Your Resume

- Is your resume easily skimmable and limited to 2-3 pages? (Listing your references on the third page is acceptable.)
- Have you reviewed your document for spelling mistakes and errors? (This is important for demonstrating effective communication skills.)
- Did you prioritize your content by placing the most relevant information first?
- Did you organize your information in reverse chronological order?
- Did you present the most targeted information on the left side first (i.e. job title(s) on the left, dates on the right)?
- Were you consistent with formatting, verb tense and font?

## Include Your References

- Do you have at least three references who can attest to your work ethic and professionalism, academic history and/or qualifications, and who have agreed to be a reference?
- If you choose not to include your references in your resume, be sure to bring your list of references and their contact information to the interview
- Once your resume is complete, provide a copy to each of your references

## CHRONOLOGICAL RESUME

Work history and experience are highlighted

- If you have a logical, progressive work history that you want to showcase to the employer, choose this resume type

Your past employment experiences are your main selling feature and are relevant to the job you are applying for. Main job titles and organizations are emphasized and accomplishments and responsibilities are described in detail.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

### Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

### Suggested resume headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

## ANITA CAREER

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### HIGHLIGHTS OF QUALIFICATIONS

- Successfully exercised leadership for over two years by motivating employees to incorporate company's strategic plan, by being able to identify and integrate key issues affecting the organization, and by communicating in a way that allowed for change and new ideas
- Assisted project managers with all stages of the project life cycle, from developing a mind map to capture ideas, a process map to understand the work flow, a team chart to delegate assignments, and a project chart to manage the work
- Strong interpersonal, communication and group skills including team building, conflict management, strong community collaboration and program building capacity, human resource management and budget allocation
- Possess all required certifications, including: Emergency First Aid, CPR C and WHMIS, in addition to studies at the Master's level and a degree in Kinesiology
- Excels working in a team environment where collaborative initiatives such as team building drives the team spirit

### EDUCATION AND PROFESSIONAL CERTIFICATION

**Master of Science Candidate – Kinesiology** Sept. 2019 – present  
University of Saskatchewan, Saskatoon, SK

- Expected date of defense: May 2022

**Masters Certificate in Project Management** May 2019  
Edwards School of Business – KW Nasser Centre, Saskatoon, SK

- Eligible to take the Project Management Institute (PMI), Project Management Professional (PMP) exam

**Bachelor of Science – Kinesiology** May 2018  
University of Toronto, Toronto, ON

- Exercise and Sport Studies – Fitness and Lifestyle Professional Stream

### WORK EXPERIENCE

**Saskatchewan Health Quality Board (SHQB), Saskatoon, SK** Sept. 2019 – Aug. 2020

Health Improvement Consultant, May–August 2019

- Assumed the leadership consultant role while collaboratively working with internal and external teams to facilitate quality improvement initiatives across Saskatchewan
- Built, maintained and monitored relationships within Saskatchewan's health care system
- Facilitated presentations to the various health districts in Saskatchewan based on understanding the research methods used to analyze the statistical data on the Saskatchewan Health population

Health Projects Management Specialist, Sept. 2018 – April 2019

- Aligned with three project managers, to spearhead and coordinate nine health projects from implementation to closure; while continuing to support project management best practices and tools
- Created and maintained a knowledge base of project experiences that was used to assist future projects

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?

One way to write your highlights of qualifications is to provide a quick snapshot of your experience, skills, academic background and personal qualities as they relate to the position.

**1st statement**  
Summarizes the experience you have related to your job objective. (e.g. One year experience in graphic design.)

**2nd statement**  
Describes your working knowledge of the various components or aspects of the position. (e.g. budgeting, report writing, program planning, etc.)

**3rd statement**  
Outlines the various skills/strengths you possess to do the work effectively. (e.g. problem-solving, communication, time management, etc.)

**4th statement**  
May refer to any academic background you have that complements your practical experience. (e.g. machine design, resource assessment, marketing, etc.)

**5th statement**  
Lists your personal characteristics and attitudes as required on the job. (e.g. reliable, able to work under pressure, creative, etc.)

Begin with your most recent experience and work your way back (**reverse chronological order**).

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

### Strategies for creating strong bullet point statements:

- Lead with an action verb (back of guide)
- Emphasize achievements (outcomes vs. job responsibilities)
- Provide quantitative (numbers, ratios, % or \$ amounts) results, wherever possible
- Select qualitative (words), for achievements (ex. nominated, selected or chosen)
- Try to use this formula: Action verb + task (skills) + how you demonstrated or developed it

### Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

**#DidYouKnow** - This is the most plagiarized bulleted statement off the Resume Guide **#DontUse!**

**YMCA of Greater Toronto, Toronto, ON**

Athletic Director

- Recruited and supervised a staff of 32 camp counselors, 48 aquatic staff, and 53 part time athletic trainers while overseeing training and setting work schedules
- Lead, assigned, and evaluated athletic coaches and staff members
- Prepared and administered the athletic program budget, requisitioned program supplies and equipment, while monitoring revenue and expenses

Apr. – Aug. 2020  
Temporary

### EXTRACURRICULAR ACTIVITIES

#### Volunteer

**Make It Right**  
New Orleans, LA

May 2020

- Assisted with creating four raised flower beds made up of local perennials reliant on composting in the Lower 9th Ward

**Habitat for Humanity Project – Women Build 2020**  
Saskatoon, SK

June 2020

- Helped to build one home in Saskatoon, by installing vinyl siding

#### Memberships

- Brainsport Running Club, Saskatoon, SK
- YMCA of Greater Toronto and Saskatoon, Toronto, ON and Saskatoon, SK
- Toronto Rowing Club, Toronto, ON

Sept. 2020 – present

2017 – present

Summer 2017

#### Interests

- Active participant in the University of Saskatchewan Recreational Volleyball League
- Take pleasure in maintaining a healthy and active lifestyle
- Running enthusiast; currently training for the Regina Queen City Marathon
- Avid alpine skier and snowboarder

### REFERENCES

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### Reference tips:

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- If your references never change, include them in your resume in the final *References* heading
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- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

### Potential references:

- **Work experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances

## FUNCTIONAL RESUME

Skills are highlighted, rather than work history

- If your formal experience is lacking or in a different field than the position you're applying for, but you have the skills necessary to succeed in the role
- By examining the job posting, you can tailor 2-4 relevant skill-related sub headings and use bulleted points to provide evidence of your skills

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

### Questions to consider:

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- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

## Anita Career

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### Education

#### College of Arts and Science — Psychology (Honours program)

University of Saskatchewan, Saskatoon, SK

2019 – current

- **Certificate in Criminology & Addictions**, 2020
- University of Newcastle, Australia, Term Abroad, September–December 2019
- Dean's Honour Roll (in the top 7% for my college)
- Invited for membership into Golden Key (in the top 15% for my field of study)

### Certifications and Training

- **First Aid and CPR:** Emergency First Aid and CPR C, valid until Mar. 2024
- **Suicide Prevention:** Applied Suicide Intervention Skills Training (ASIST), June 2020
- **Health and Safety:** Conflict Resolution Training, Feb. 2019; WHMIS, Mar. 2020
- **Self Defense for Women:** Rape Aggression Defense (R.A.D.) System, Oct. 2019

### Summary of Skills

#### Community Service

- Committed to making positive changes in agency settings by providing accessible services and programming
- Educated volunteers, staff, clients, customers, and service users by providing the necessary training and mentorship supports to employees in their roles
- Built effective collaborative relations with all stakeholders to ensure that many different behaviours, attitudes and policies work effectively in cross-cultural settings
- Refined written, listening and oral communication skills through academic writing, group projects and community service experience
- Appreciates and understands the importance of confidentiality around contact information, program statistics and services

#### Leadership

- Led the University of Saskatchewan, Huskie Athletics, Women's Cross Country Team roster for the 2020 – 2021 year
- Presented a poster to peers and faculty on a research project investigating social attitudes towards people born with Fetal Alcohol Syndrome at the University of Saskatchewan's Psychology Undergraduate Research Conference
- Competent in initiating, promoting and maintaining positive rapport and collaboration with campus student groups and their interim leaders
- Organized staffing schedules and managed production capacity for 50 employees at McDonalds; balancing the needs of parents, high school and post-secondary students, and workers with multiple jobs

### Work Experience

#### Supervisor and Team Leader

McDonalds Restaurant, Erindale location, Saskatoon, SK

May 2018 – present

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If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?.

### Should I include high school on my resume?

If you are still in your first year of university, then it is okay to keep your high school listed. However, once you have completed your first year, you'll want to remove it from your resume.

Including this section on the first page is ok if it is relevant to the position you are applying to. If it is not directly related, then move this section to the last page of your resume.

The Summary of Skills section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

### Summary of skills tips

- Usually includes 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
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### Campus Involvement

#### Athletics

#### Women's Cross Country Team

Huskie Athletics, University of Saskatchewan, Saskatoon, SK

Sept. 2019 – July 2020

- Competed in national interuniversity competitions at the following sporting events: the Stewart Cup (Oct.); Canadian Interuniversity Sport (CIS) /Canada West Championship (Nov.); Downtown Lions Sled Dog and K of C Indoor Games (Jan.); Alberta Indoor Games (Feb.) Saskatoon Kinsmen Indoor Champs (March); and SK Summer Games (July)
- Organized the annual fundraiser for the Cross-Country Team called Brainsport BrainFreeze; 10 km run held on March 6, 2020

#### Memberships

#### Golden Key International Honour Society

University of Saskatchewan Chapter, Saskatoon, SK

Sept. - April 2019 - current

- Involved in the *SPARK a Change* program; working with at-risk youth ages 14 – 17, in a group literacy program, held at the Saskatoon International High School Program within Saskatoon Public Schools at Evan Hardy Collegiate
- Organized a local Saskatoon event for Global Youth Service Day, held on Oct. 15, 2018, to donate the harvest of Saskatoon's Community Garden to the Friendship Inn

#### Saskatoon Psychology Students' Association

University of Saskatchewan, Saskatoon, SK

Sept. - April 2019 - current

- Use social media platforms (Facebook and Twitter) to supply the membership with timely information around association events, answer questions and provide contacts as needed
- Understand the importance of digital branding and reputation management as one of three social media Administrators

### Undergraduate Awards

#### Huskie Women's Cross Country Award

- \$1,000 award for athletic ability and contributions to the Huskie Women's Cross Country team

2021

#### James Barney Smyth International Study Abroad Award

- Awarded to a College of Arts and Science student who has been approved to participate in a University of Saskatchewan exchange or student abroad program, for academic credit

2019

### References

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- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

### Potential references:

- **Work experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
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- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances

## COMBINATION RESUME

Both skills and experience are highlighted

- This approach stresses one's skills and accomplishments, yet briefly lists responsibilities and achievements from the chronological work history

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

### Questions to consider:

- What educational experiences have you had?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

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## ANITA CAREER

Prosperity, SK • 306-555-1211 • abc123@mail.usask.ca • [ca.linkedin.com/in/anitacareer](#)

### EDUCATION

#### Bachelor of Commerce — Management

Edwards School of Business, University of Saskatchewan, Saskatoon, SK

2021

- Group project – Analyzing a local art dealer's business plan in order to develop a new customer database

### SUMMARY OF SKILLS

#### Project Management

- Effectively engage with company stakeholders to pitch and execute a project management plan that showcases well defined oral, written communication and presentation skills; including the scope, costs and schedule
- Implement, plan, manage and measure projects and tasks in a timely, directed manner according to well-defined goals and outcomes
- Show commitment to the team's purpose and goals by being able to change work priorities and workplace practices to guarantee the project completion date
- Decreased employee turnover by 10%, through the effective coordination of four competing contracting crews in addition to ordering equipment and material resources ahead of crew arrivals

#### Collaboration

- Analyze and balance the customers' needs and expectations with the nature of the contracted work by managing costs, time, quality of work, and employee safety
- Execute the project plan by assigning resources, setting up tracking systems, determining how to update the project schedule and modifying the project plan in collaboration with multiple stakeholders
- Ensure that all project plans outline a communication strategy with goals, objectives, roles, methods and tools; recognize that different personalities and communication styles impact a team-based work environment
- Maintain positive and productive relationships by sustaining mutually beneficial partnerships with internal and external stakeholders

### RELATED WORK EXPERIENCE

#### Head Sales Representative

SaskAdco, Saskatoon, SK

May 2021 – present

- Overseeing, supporting and monitoring a team of eight sales representatives along with a sales budget of \$40,000
- Appointed to be the first point of contact for bulk contracting: managing both service and maintenance contracts
- Supervising and evaluating performance and account expenses while providing mentorship and sales training opportunities for new employees

#### Assistant Sales and Contract Manager

CGL Industries, Grande Prairie, AB

May – Aug. 2020

- Drafted, issued and finalized industrial proposals for maintenance contract services
- Provided support during sales and contract negotiations of CGL field maintenance and construction services
- Collaborated with the General Manager of Sales and Contracts to define and review CGL Industries' service packages to suit the specific needs of each client

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- Each subsection usually has 3–5 bulleted points

Begin with your most recent experience and work your way back (**reverse chronological order**).

Approximately 1/3 of the employers that post jobs on USask's CareerLink, use **Applicant Tracking Systems (ATS)** Software.

- Type of software, that scans resume content to make it searchable
- Approved formats – PDF, .docx or .txt (system will usually tell you)
- Two audiences will read it – computer systems and people
- Your complete address is not necessary, but location is very important, as it is often "searched"
- ATS systems can't read information in headers/footers
- Can use capitalization, text justification, and choice of font
- How your resume is designed will not be "seen" by ATS

#### How to make your keywords count

- Use relevant keywords/phrases from the job posting or variations of those words
- Spell out words, then add the acronym
- Strategically repeat key words and phrases – ATS may do a word count
- Use keywords in all sections of your document

#### Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favourably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

### SUPPLEMENTARY WORK EXPERIENCE

#### Labourer

J & R Construction, Grande Prairie, AB

May – August 2020

- Handled construction materials; loaded and unloaded the trucks with supplies, equipment and construction materials
- Excavated, backfilled and compressed the subgrade to prepare for construction of a new highway

### ACADEMIC AWARDS

#### Rotary Award

2020

- Awarded for community involvement and academic achievement

#### University of Saskatchewan Entrance Scholarship

2018

- Awarded \$1000 for academic achievement; Grade 12 average between 90% - 92.2%

### VOLUNTEER EXPERIENCE

#### Member, Board of Directors

Sarah's House – Services for Sexual Abuse Survivors Inc., Saskatoon, SK

Oct. 2020 – present

- Guiding a staff of four in running the daily activities and programs for survivors and their families
- Handling the administration and accounting of the annual budget to secure funds for agency projects

#### Big Sister

Big Brothers and Big Sisters of Saskatoon, Saskatoon, SK

Sept. 2018 – April 2020

- Matched with an 11 year old girl to engage in meaningful social activities with others of similar age and participated in one-on-one relationship-building activities

### ACTIVITIES AND INTERESTS

- Enjoy playing recreational softball
- Captain of a co-ed volleyball team, Campus Rec, University of Saskatchewan
- Active participation in the University of Saskatchewan Mentorship Program

Sept. 2020 – April 2021

Sept. 2018 – April 2020

### REFERENCES

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# Action words (verbs)

**Is your resume career ready?** Just as it is essential that you display a **professional work ethic** you must also be able to **manage your career**, by being able to articulate your values, knowledge, skills, abilities, experience and career goals and also identify areas necessary for professional growth. Employers who hire USask students and alumni look to candidates that display career readiness competencies in addition to other possible competency areas.

NACE'S CAREER READINESS COMPETENCIES*					
<b>Teamwork/Collaboration</b>					
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, sexual orientations, religions, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.					
Achieved	Improved	Partnered	Restored	Strengthened	Surpassed
Completed	Introduced	Provided	Revamped	Structured	Transferred
Contributed	Mediated	Recommended	Solved	Submitted	Unified
Expanded	Participated	Reduced	Streamlined	Supported	Utilized
<b>Leadership</b>					
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate others.					
Administered	Contracted	Established	Implemented	Motivated	Reorganized
Chaired	Delegated	Evaluated	Improved	Oversaw	Spearheaded
Conducted	Designated	Facilitated	Initiated	Planned	Strategized
Consolidated	Enhanced	Hired	Managed	Prioritized	Supervised
<b>Critical thinking/Problem solving</b>					
Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.					
Acted	Distinguished	Identified	Negotiated	Recognized	
Communicated	Estimated	Inferred	Observed	Reflected	
Conceptualized	Examined	Leveraged	Persisted	Resolved	
Deduced	Formulated	Measured	Persuaded	Synthesized	
Defined	Gathered	Monitored	Reasoned		
<b>Communications (oral and written)</b>					
Articulate thoughts and ideas clearly and effectively in written and oral forms to people inside and outside the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.					
Advised	Contributed	Documented	Informed	Moderated	Published
Briefed	Cooperated	Drafted	Interpreted	Negotiated	Recruited
Clarified	Counselled	Edited	Lectured	Presented	Reported
Collaborated	Directed	Influenced	Mediated	Printed	Translated
<b>Digital technology/Technical</b>					
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.					
Adjusted	Calculated	Digitized	Manufactured	Overhauled	Simulated
Applied	Calibrated	Engineered	Mapped	Programmed	Standardized
Assembled	Converted	Fabricated	Modified	Remodeled	Upgraded
Augmented	Designed	Installed	Navigated	Repaired	Utilized
<b>Global/Intercultural fluency</b>					
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences. As a USask graduate, demonstrating specific knowledge of Aboriginal peoples, and their history, is also crucial.					
Accompanied	Discovered	Interconnected	Programmed	Specialized	Volunteered
Adapted	Diversified	Internationalized	Projected	Strengthened	
Bridged	Expatriated	Licensed	Reconciled	Sustained	
Conversed	Explored	Listened	Recognized	Transnationalized	
Dedicated	Harmonized	Observed	Restored	Travelled	

\*Adapted from the Career Readiness Materials developed by the National Association of Colleges and Employers (NACE).

<b>Administrative/Clerical</b>					
Approved	Collected	Implemented	Prioritized	Scheduled	Transformed
Arranged	Complied	Inspected	Processed	Screened	Updated
Catalogued	Dispatched	Maintained	Proofread	Set up	Validated
Charted	Distributed	Monitored	Purchased	Specified	Verified
Classified	Documented	Operated	Recorded	Standardized	Word Processed
Coded	Executed	Organized	Retrieved	Systematized	
Collated	Generated	Prepared	Reviewed	Tabulated	
<b>Creative</b>					
Abstracted	Customized	Entertained	Improvised	Made	Produced
Adapted	Demonstrated	Established	Initiated	Modeled	Revitalized
Arranged	Designed	Fashioned	Innovated	Painted	Shaped
Composed	Developed	Founded	Integrated	Performed	Sketched
Conceptualized	Directed	Generated	Introduced	Planned	Solved
Cooked	Drew	Illustrated	Invented	Predicted	Visualized
<b>Financial</b>					
Administered	Balanced	Developed	Investigated	Organized	Reduced
Allocated	Budgeted	Evaluated	Maintained	Planned	Selected
Analyzed	Calculated	Financial	Managed	Prepared	Tracked
Appraised	Checked	Forecasted	Marketed	Projected	Verified
Audited	Computed	Inspected	Ordered	Reconciled	
<b>Research</b>					
Analyzed	Conducted	Explored	Interviewed	Researched	Tabulated
Calculated	Correlated	Extracted	Investigated	Reviewed	Tested
Catalogued	Critiqued	Extrapolated	Located	Solved	Uncovered
Clarified	Discovered	Gathered	Monitored	Studied	Verified
Collected	Evaluated	Identified	Observed	Summarized	
Compared	Examined	Inspected	Organized	Surveyed	
Computed	Experimented	Interpreted	Proved	Synthesized	
<b>Supporting</b>					
Advised	Attended	Coordinated	Encouraged	Motivated	Resolved
Advocated	Cared	Counselled	Facilitated	Provided	Saved
Aided	Carried out	Delivered	Familiarized	Referred	Served
Assessed	Clarified	Educated	Guided	Rehabilitated	Suggested
Assisted	Coached	Empathized	Mentored	Represented	Supported
<b>Teaching</b>					
Adapted	Consulted	Enabled	Facilitated	Initiated	Stimulated
Advised	Cooperated	Encouraged	Graded	Instructed	Substituted
Assisted	Coordinated	Enforced	Guided	Schooled	Trained
Clarified	Counselled	Evaluated	Individualized	Served	Tutored
Coached	Developed	Explained	Informed	Set goals	

## CAREER SERVICES

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