

# How to Prepare a Resume

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# What is a Resume?

- A concise document typically not longer than one page.
- The goal is to make yourself stand out.
- The intended reader will not dwell on your document very long.
- It should be adapted to every position you apply for.
- Doesn't have to cover your whole career.
- Highly customizable.

# What is a Curriculum Vitae?

- Means “course of life” in Latin.
- An in-depth document that is two or more pages.
- High level about your achievements.
- A Summary of your educational and academic backgrounds as well as teaching and research experience, publications, awards, honors, affiliations and other details
- Organized chronically. It provides an overview of your full working career.

## So What's the Difference?

- Length, purpose and layout.
- The CV is intended to be a full record of your career history.
- The resume is a brief, targeted list of skills and achievements.
- CV – Long, covers entire career, static.
- Resume – Short, no particular format rule, highly customizable.

# Creating a Great Resume

- A fantastic resume should be a marketing document that entices the reader to want to meet the candidate.
- It should tell a compelling story that invites others to further inquiry.
- The resume must be concise; capture attention on the first page, the critical factor is to ensure the readers interest is piqued within the first 1/2 of the page.

# Resume

- The purpose of a resume is to catch someone's eye.
- Relevant and compelling get you in the door.
- Resumes are not read – They are scanned, scored and sorted.

## 4 Tricks to Get Noticed

- State the problems you have solved.
- Explain who you have helped.
- Say what difference you made.
- Show how your experience prepared you.

# Before Writing Your Resume

- Make a list of 10-15 (or more) mutual good-fit employers to target.
- Do research. What makes you uniquely qualified to help them meet current challenges.
- Find relevant key words and phrases.
- Use this information to create content for personal brand messaging.
- This will resonate with employers.



# Creating a Great Resume

- The resume is to help you get an interview. Consider it the 40,000 foot view of what you can do.
- Treat every word on your resume like expensive New York city real estate. Square footage is at a premium; so make every word count.



**"Everything on your resume was lie.  
I like that. Welcome to sales!"**

# Getting Started

- Tailor your resume to the specific position you are applying for.
- Study the company's website.
- Find repeated words, phrases, taglines and hints about their philosophical approaches.
- Mirror the language!
- Review sample resumes to get ideas for wording, layout and current trends.

# A Good Resume is About Your Future, Not Your Past.

- Before you even start writing your resume, you need to plan what kind of work you want to do next – that's your future.
- On your resume, only include items that support your profile.
- The result is a resume that works like a marketing piece for your future.

# A Good Resume is About Your Future, Not Your Past

- Your top profile section is about where you want to go.
- Your Professional Experience section is about where you have been. It is granular proof of what you can do based on your past success.
- Since your resume talks about your work history, you might assume its about your past.
- The secret to getting a new and exciting job is to write your resume as a marketing piece about your future – not a dry bio about your past.

# Resume Length

- If you have limited job experience, your resume should only be one page.
- With some new graduates there may be a lot of relevant internship, summer-job, extracurricular involvement and leadership.
- A resume should not exceed two pages. Yet, text should fill at least a third to a half of the following page.



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Resume not Autobiography

# Using Key Words

- Companies use databases that can search 1,000's of resumes in seconds.
- List core competencies, keywords or buzzwords for your job function/industry on the resume to please recruiters and assist resume-parsing software.
- The strongest words on your resume are almost always nouns, not verbs. They are looking for skills, certifications, degrees, job titles, names of products, services, processes etc.



## Using Key Words Cont.

- More than 90% of resumes are searched for job-specific key words.
- Use this link for hundreds of key words:  
[www.resume-help.org/resume\\_action\\_words.htm](http://www.resume-help.org/resume_action_words.htm)
- Ensure your resume is formatted properly for the Applicant Tracking Systems (ATS) that employers utilize. Use a program such as preptel ([www.preptel.com](http://www.preptel.com)).

# Create a Profile

- Get rid of objectives and summaries.
- Replace fluffy statements with a profile, which should be like a 30-second “elevator pitch”.
- This is where you explain who you are and what you are looking for.
- In 3-5 sentences, explain what you’re great at, most interested in and how you can provide value to a prospective employer.

## Create a Profile Cont.

- Break up text with bullet points. Use odd numbers. No more than seven bullet points. White space draws the reader's eyes to important points.
- Include a profile statement. This is a great way to show a hiring manager, at a glance, why you are qualified for the job.
- Always tailor your profile to fit the specific job opening for which you are applying.

# Key Points

- Include your name, email, phone, and linkedin.
- Education should be listed at the top for recent graduates.
- List information in order of importance.
- Keep your resume in a format with industry norms.
- Utilize accomplishments that best describe the skills you are selling to the employer.

## Key Points Cont.

- Include months and years on your resume for any positions you were at for less than two years. More than two years in a position only the years are needed.
- Include all awards and accolades. Use action verbs consistently. See appendix.
- Add a summary of skills

# Social Media

- Some candidates send LinkedIn profiles in lieu of resumes. To many, they are better than resumes because they give extra pieces of information.
- This information often gives the Hiring Manager insight into the candidates personality.
- Twitter can be an excellent resource for your job search, introducing you to new people, organizations, ideas and of course, jobs.

## Social Media Cont.

- Unvarnished takes LinkedIn recommendations to another level by making the reviewer anonymous and therefore more candid.
- Sites like oDesk and eLance are the future of resumes and how companies hire. When you hire someone on those sites, you don't see things like what University they attended, you see past jobs and employer ratings.
- This simple reputation score is much more reliable, fair and it is harder to fudge than any resume.

# Online Reputation

- When searching for a job it is critical to be aware of your digital footprint – the information connected with your name online.
- Companies and recruiters routinely check search engine results to learn more about potential employees.
- 90% of recruiters say they conduct online research of potential candidates. (Execunet).



# Online Reputation Cont.

- Up to 70% of employers who have used LinkedIn say they have chosen not to hire a person based on what they have found out about them online.
- Job seekers should be thinking as much about their online persona as their interview attire.
- Tips – Check your online identity, Limit negative content, and leave no room for confusion.

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So I looked at your Facebook page  
...oh man...there's no way you're  
getting this job!

# Resume Facts

- It takes recruiters an average of six seconds before making the initial 'fit or no fit decision'
- Be concise, structured and specific
- Be sure that the resume is on a level that any High School Senior could understand.
- 80% of your resume is about your performance and 20% is about your personality.
- The baseline is that you have earned your degree, created value and some sort of leadership beyond self.

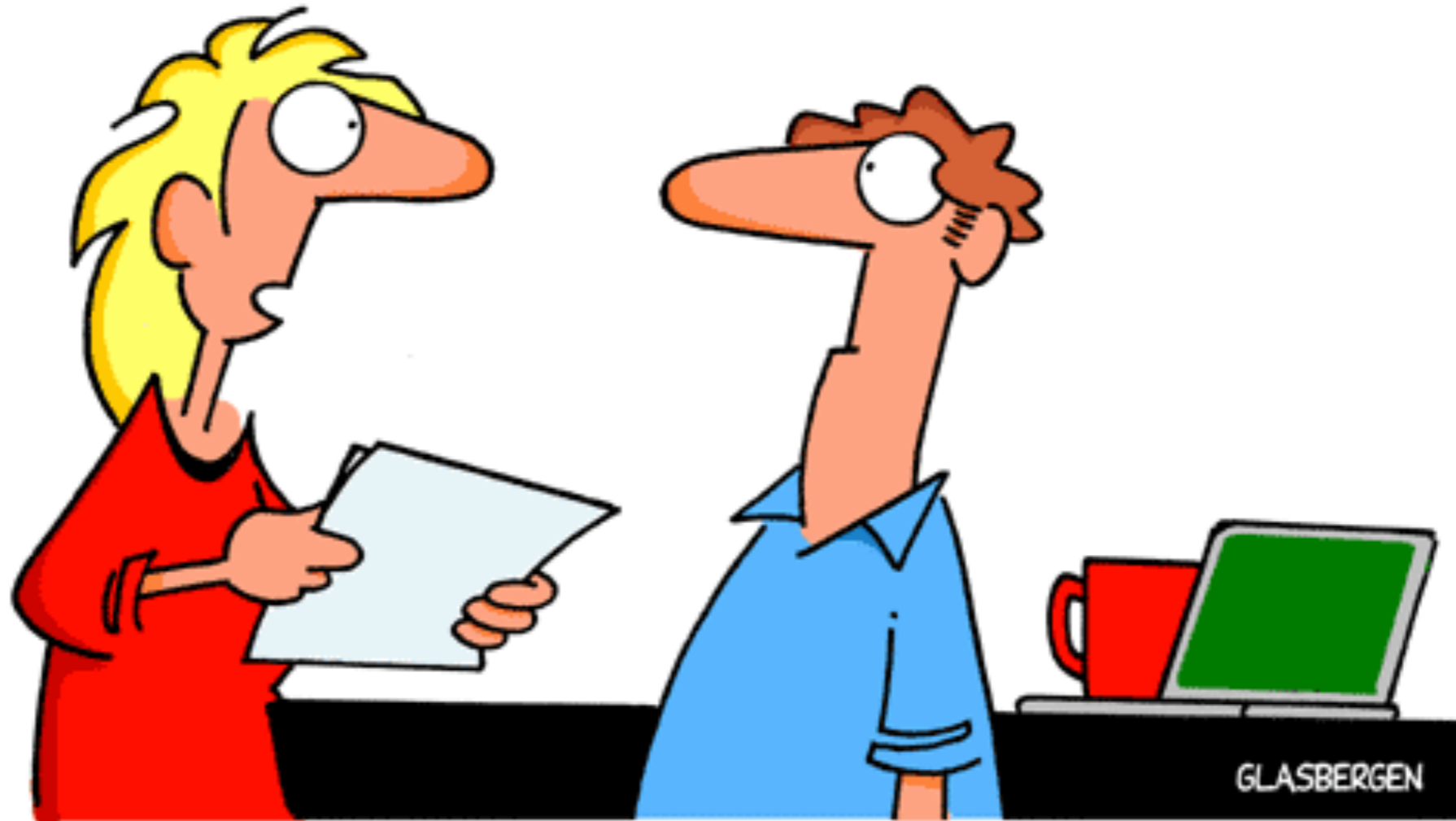
# What Should Never Be Included on Your Resume

- Don't exaggerate or use "fluff". Never pad your resume. Avoid fuzzy words and phrases.
- Typos or misspellings. Don't trust spell check. Have a friend review or college review it.
- Don't include negative information.
- Your picture or other images.



*Phil Witte*

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**“Valedictorian of your mother’s pre-natal class,  
Captain of the Preschool Napping Team,  
Dodge Ball Medal of Courage recipient...  
you sure know how to pad a résumé!”**

# What Should Never Be Included on Your Resume

- Crazy fonts and colors.
- Don't share personal information the employer wouldn't be interested in.
- Don't include job specifics that won't relate to the position you are applying for.
- Don't use resume formats that are not in synch with the position or industry you are applying for.

# What Should Never Be Included on Your Resume Cont.

- Don't include personal pronouns in a resume (I, My, Me).
- Don't make your resume difficult to scan or read quickly. Leave enough space for indentations and white space between bullets sections, jobs etc.
- Don't use buzz words that will be difficult for the reader to understand. Industry specific jargons are ok.
- Don't include dense blocks of text.



So Mr. Stanley, your resume says that you attended clown college, collect viral infections, and can down a beer in six seconds...



Recruiting Woman has a bad day...

# What Should Never Be Included on a Resume Cont.

- Don't include personal information (age, marital status, gender, religion etc).
- Don't include references or state "References available upon request". It is clear that you will provide references as needed.
- Don't enclose your resume in a report cover or bulky package.
- Don't include school transcripts or letters of recommendation unless they are asked for.

# How To Prepare

- Leverage your most recent experience as much as possible to sell your qualifications.
- Prepare it in a simple word format that can be easily viewed on most computers. Yet, make it unique rather than using templates.
- Avoid the fancy layout, font and other special effects. Pick a font of at least 10 point, in black and on plain white paper.
- Use a reverse chronological order. List your present or most recent job and then work backwards.

## How To Prepare Cont.

- State the name of the company you work for or have worked for, what they do, how long you were there-month and year. Then list the position you held and your accomplishments. Full sentences are not necessary. Ex. Managed company purchasing etc.
- Emphasize your transferrable skills. This is important if you don't have much experience or seek to change careers.

# Accomplishments VS Duties

- Duties state **what** you did while accomplishments state how **well** you did. Duties certainly let a hiring manager know the scope of your role. Yet, accomplishments go a step further. They illustrate your ability to complete potential work.
- Accomplishments should be formatted a result-and-then-cause.
- Minimize descriptions of job duties and maximize descriptions of accomplishments. Sell it, don't tell it.
- Keep track of your accomplishments on a regular basis. They paint a vivid picture of your impact at each job you have held.

## Accomplishments VS Duties Cont.

- How you phrase your accomplishments and which ones you emphasize will depend on the job for which you are applying.
- Quantify your accomplishments. Numbers tell. Be quantitative. Use numbers, statistics, percentages. They gain attention, especially when in bold. Ex. **Increased profit by 28%. Came under budget by 30%**
- Stories sell your accomplishments, consider brief statements that could prompt questions in the interview that would enable you to tell success stories.
- Stories are particularly effective when they distract from or counter any biases the hiring manager could have towards certain applicants.

# Recent Graduates

- Post your Education at the top of your resume.
- List a high GPA (3.5+) and relevant course work, school projects and internships. Unpaid experience still counts.
- List internships, volunteer experience, summer jobs, part-time jobs, campus jobs, temporary work etc. when relevant to your job target.
- Show some personality. Resumes don't have to be dull. "No project is too big or too complex".

# Use Testimonials

- It is becoming more common for resumes to include a testimonial. Create a profile at the top of your resume to prove your value proposition to the hiring authority.
- Here's a quote from a professor that appeared on a resume. "Karen exhibits extraordinary organizational and leadership skills. She is a driven, creative young woman with desire and discipline who differentiates herself from other students".



## Use Testimonials Cont.

- Another new graduate resume contained this recommendation “Aaron is simply one of the best research assistants I have ever had. He was bright, innovative, completely dependable and always professional. I would recommend him for any position requiring these qualities”.
- These quotes say more than the students ever could have explained themselves. There is no bragging on the students’ part since their recommenders are doing it for them.

# Format Wisely

- Browse resume samples
- Look at good resume templates
- Read good formatting tips
- Use logical formatting and wide margins.
- Clean type and clear headings.
- Selectively apply bold and italic typeface.
- Use bullets to call attention to important points.

## Format Wisely Cont.

- White space is important.
- Don't leave empty fields.
- Use spell check. Have a human edit your resume.
- Be consistent with your style.



# Appendix

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# Examples

## John Jobseeker

123 Elm Street • Anytown, ST 00000  
123-456-7890 • john\_jobseeker@email.com

### Profile

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Highly motivated new graduate with a Bachelor of Science in Applied Ecology. Excellent foundation and learning ground as Student Researcher in areas of field investigation, laboratory study, and report preparation. Strong biology and physical science background. Good verbal and written communication skills. Excellent laboratory skills.

### Professional Experience

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#### Student Researcher

01/02 - Present

Dept. of Biology, University of Anystate at Anytown

- Researched source of fecal contamination in Anytown, State
- Prepared work plans and completed preliminary and technical reports
- Performed sample set-up, processing and analysis: Collected samples in field and compiled data for enumeration of indicator organisms using biological medium plates
- Developed antibiotic resistant profile in laboratory setting

#### Clerk

08/97 - Present

XYZ Health Food, Anytown, ST

- Responsibilities include personnel training, sales, buying, inventory control, and customer service

### Education

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#### Bachelor of Science in Applied Ecology (June, 2002)

University of Anystate, Anytown, ST  
GPA 2.76/4.00; Dean's List (one quarter)

**Relevant Coursework:** Ecology - biochemistry - molecular biology - plant physiology - human physiology - organic chemistry - environmental quality and health - environmental analysis and design - topics in applied ecology - field methods for applied ecology - environmental psychology - environmental ethics - cultural ecology - computer information presentation and representation - argument and research writing - molecular biology lab - physiology lab - experimental biology lab - calculus

**Computer Skills:** Microsoft Word - Excel - PowerPoint - Internet Explorer

### Publications & Presentations

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Jobseeker, John. 2002. Application of . . . . [Title of paper]. Research paper. Anytown Undergraduate Research Symposium Journal. University of Anystate at Anytown

[Title of paper]. Presentation - Anytown Undergraduate Research Symposium (2002)

## JOAN E. JOBSEEKER

E: [joane@jobseeker.com](mailto:joane@jobseeker.com) • M: 555-555-5555 • New York, NY 10128  
[linkedin.com/in/joanejobseeker](https://www.linkedin.com/in/joanejobseeker)

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### FINANCIAL ANALYSIS & REPORTING

Meticulous **Financial Analyst** who undertakes complex assignments, meets tight deadlines and delivers superior performance. Possesses practical knowledge in corporate finance and financial markets. Applies strong financial planning and analytical skills to inform senior management of key trends and reduce company expenditures by more than \$255,000. Operates with a strong sense of urgency and thrives in a fast-paced setting. **Fluent in Spanish. Core competencies include:**

Financial Reporting • Project Management • Financial Analysis • Financial Statements • Statistical Analysis  
Corporate Finance & Financial Services • Market Analysis • Client Relations • Strategic Planning • Forecasting

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### PROFESSIONAL EXPERIENCE

#### COMPANY ABC • New York, NY • 2010 – Present

*One of the largest global pharmaceutical companies, producing a portfolio of products and medicines that support wellness and prevention, as well as treatment and cures for diseases across a broad range of therapeutic areas.*

##### Financial Analyst

Prepares financial presentations for senior management by incorporating new and existing reports along with analysis of business trends for Company ABC's \$2.1 billion Nutrition segment. Supports the development of executive reports, presentations and ad-hoc reporting capabilities. Formulates annual operating budgets and monthly forecasts, and tracks team spending for budget exceeding \$1.3 million.

- Generated approximately \$452,000 in annual savings by employing a new procedure which streamlined the business's vendor relationships
- Improved spending reports to enhance clarity of expenses and increase efficiency for ten different groups
- Conducted financial analysis to support senior leadership with developing the business segment's long-range financial plan of more than \$30 billion over the next five years

#### ORGANIZATION ZYX • New York, NY • 2008 – 2010

*Leading provider of investment advisory services with a core focus institutional investors such as Pension Funds, Endowment Funds, and Foundations, and high net worth individuals.*

##### Performance Analyst

Responsible for conducting quantitative analysis of index statistics and market data, performing benchmark analysis, and compiling performance data for more than ten Pension Fund clients ranging in value from \$15 million to \$1.2 billion. Utilizes in-house financial software systems to provide analytical, financial and presentation support for the account management activities surrounding quarterly earnings meetings and ad hoc monthly reports.

- Within first three weeks in the organization, took on and organized one of the company's largest clients, valued at \$1.2 billion with more than 100 money managers.
  - Increased data mining 62% by creating a more efficient process to collect information from money managers.
  - Reorganized and streamlined database of global indices to provide intra-quarterly returns.
- 

### EDUCATION

**Bachelor of Science in Business Administration** (cum laude)  
SYRACUSE UNIVERSITY • Syracuse, NY • 2008

### TECHNICAL SKILLS

Proficient in Microsoft Office Suite: advanced Excel • Word • Power Point • Outlook • Access  
QuickBooks software • In-house proprietary financial software • SAP

## Research Assistant Resume Example

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### Full Name

[Street, City, State, Zip] | [Phone] [Email Address]

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### RESEARCH ASSISTANT

#### ■ Profile Review

- Highly organized assistant of social/clinical research, described by her colleagues as "highly efficient, professional and cooperative," worked in a fast-paced working environment both independently and as part of a team.
- Administrative and secretarial experience in office environment.

#### Key Skills

- Flawless English – ideal communication, verbal and written.
- Computer savvy – proficient especially in Excel and Word, experienced in digital data input.
- Coursework (X hrs) and three years research experience.
- Organization | Time Management | Multi-Tasking | Interpersonal Ability

**Career Objective** – Looking for an opportunity to work on an important research work/study in an institution which provides professional development, interesting experiences and personal growth .

# Skills

<b>Management skills</b>	<b>Communication skills</b>	<b>Clerical or detailed skills</b>
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated



# Skills

<b>Research skills</b>	<b>Technical skills</b>	<b>Teaching skills</b>
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated

# Skills

<b>Financial skills</b>	<b>Creative skills</b>	<b>Helping skills</b>
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

# Nouns: Person, Place, or Thing

**Executive**

**Specialist**

**Management**

**Solutions**

**Doctorate**

**Expert**

**Orator**

**Author**

**Writer**

**Litigator**

**Leader**

**Negotiator**

**Organizations**

**Programs**

**Team**

**Strategies**

**Procedures**

**Plans**

**Objectives**

**Professional**

# Adjectives: Tell Us More About The Noun

<b>Accomplished</b>	<b>Discreet</b>	<b>Innovative</b>	<b>Self-assured</b>
<b>Ambitious</b>	<b>Educated</b>	<b>Instinctive</b>	<b>Shrewd</b>
<b>Capable</b>	<b>Efficient</b>	<b>Knowledgeable</b>	<b>Strategic</b>
<b>Complex</b>	<b>Energetic</b>	<b>Meticulous</b>	<b>Successful</b>
<b>Confident</b>	<b>Enthusiastic</b>	<b>Passionate</b>	<b>Succinct</b>
<b>Cooperative</b>	<b>Excellent</b>	<b>Productive</b>	<b>Talented</b>
<b>Credible</b>	<b>Exclusive</b>	<b>Proven</b>	<b>Tough</b>
<b>Cultured</b>	<b>Experienced</b>	<b>Punctual</b>	<b>Trustworthy</b>
<b>Decisive</b>	<b>Helpful</b>	<b>Receptive</b>	<b>Unbiased</b>
<b>Dedicated</b>	<b>Honorable</b>	<b>Responsible</b>	<b>Vigorous</b>
<b>Determined</b>	<b>Impartial</b>	<b>Results-driven</b>	<b>Wise</b>
<b>Diligent</b>	<b>Industrious</b>	<b>Selective</b>	

# Verbs: The Action Words

Accelerated	Balanced	Condensed	Designated	Enlarged	Fostered	Individualized	Leveraged
Accomplished	Bargained	Conducted	Designed	Enlisted	Found	Influenced	Lifted
Achieved	Began	Conferred	Detected	Ensured	Fulfilled	Informed	Listened
Acquired	Bolstered	Conserved	Determined	Entertained	Furnished	Initiated	Located
Acted	Boosted	Considered	Developed	Established	Furthered	Innovated	Logged
Activated	Bought	Consolidated	Devised	Estimated	Gained	Inspected	Maintained
Adapted	Briefed	Constructed	Diagnosed	Evaluated	Gathered	Inspired	Managed
Addressed	Brought	Consulted	Directed	Examined	Gauged	Installed	Manipulated
Adjusted	Budgeted	Contacted	Discovered	Executed	Generated	Instilled	Manufactured
Administered	Built	Continued	Discussed	Exhibited	Governed	Instituted	Mapped
Advanced	Calculated	Contracted	Dispensed	Expanded	Graded	Instructed	Marketed
Advertised	Captured	Contributed	Displayed	Expedited	Granted	Insured	Masterminded
Advised	Cataloged	Controlled	Dissected	Experimented	Greeted	Integrated	Maximized
Advocated	Centralized	Converted	Distributed	Explained	Grossed	Interacted	Measured
Aided	Chaired	Conveyed	Diversified	Explored	Guided	Interpreted	Mediated
Allocated	Championed	Convinced	Diverted	Expressed	Halted	Intervened	Mentored
Analyzed	Charted	Cooperated	Documented	Extended	Handled	Interviewed	Merged
Answered	Checked	Coordinated	Drafted	Extracted	Headed	Introduced	Mobilized
Applied	Clarified	Corrected	Drew	Fabricated	Heightened	Invented	Modeled
Appointed	Classified	Corresponded	Earned	Fabricated	Helped	Inventoried	Moderated
Appraised	Coached	Counseled	Edited	Facilitated	Highlighted	Investigated	Modified
Approved	Coded	Crafted	Educated	Familiarized	Hired	Involved	Monitored
Arbitrated	Collaborated	Created	Effected	Fashioned	Honed	Issued	Motivated
Arranged	Collected	Critiqued	Elected	Filed	Hosted	Joined	Navigated
Ascertained	Combined	Cultivated	Elicited	Finalized	Hypothesized	Judged	Negotiated
Assembled	Communicated	Customized	Eliminated	Financed	Identified	Juggled	Netted
Assessed	Compared	Debated	Emphasized	Fixed	Illustrated	Justified	Normalized
Assigned	Compiled	Debugged	Employed	Focused	Imagined	Kept	Observed
Assisted	Completed	Decided	Enabled	Forecasted	Implemented	Keyed	Obtained
Attained	Composed	Defined	Enacted	Forged	Improved	Kindled	Opened
Augmented	Computed	Delegated	Encouraged	Formalized	Improvised	Launched	Operated
Authorized	Conceived	Delivered	Enforced	Formed	Incorporated	Learned	Ordered
Awarded	Conceptualized	Demonstrated	Engineered	Formulated	Increased	Lectured	Orchestrated
			Enhanced	Fortified	Indexed	Led	Organized

# Verbs: The Action Words Cont.

Originated	Proposed	Rendered	Sold	Tracked	Xeroxed
Outlined	Prospected	Renegotiated	Solicited	Traded	Yielded
Outsourced	Protected	Reorganized	Solved	Trained	Zeroed
Overcame	Proved	Repaired	Sorted	Transcribed	
Overhauled	Provided	Replaced	Spearheaded	Transferred	
Oversaw	Publicized	Reported	Specialized	Transformed	
Participated	Purchased	Repositioned	Specified	Transitioned	
Perceived	Qualified	Represented	Spoke	Transmitted	
Performed	Questioned	Researched	Sponsored	Translated	
Persuaded	Queried	Reserved	Staffed	Traveled	
Photographed	Raised	Reshaped	Standardized	Troubleshoot	
Pinpointed	Ran	Resolved	Started	Tutored	
Piloted	Rated	Responded	Stimulated	Uncovered	
Pioneered	Reached	Restored	Streamlined	Undertook	
Placed	Realigned	Restructured	Strengthened	Unified	
Planned	Realized	Retrieved	Structured	United	
Played	Reasoned	Reviewed	Studied	Unveiled	
Policed	Received	Revised	Suggested	Updated	
Predicted	Recognized	Revitalized	Summarized	Upgraded	
Prepared	Recommended	Routed	Supervised	Upheld	
Prescribed	Reconciled	Satisfied	Supplied	Used	
Presented	Recorded	Saved	Supported	Utilized	
Presided	Recruited	Scheduled	Surpassed	Validated	
Prevented	Rectified	Screened	Surveyed	Valued	
Printed	Recycled	Searched	Sustained	Verbalized	
Prioritized	Reduced	Secured	Synthesized	Verified	
Processed	Referred	Selected	Systematized	Viewed	
Procured	Regained	Separated	Tabulated	Visualized	
Produced	Registered	Served	Targeted	Vitalized	
Programmed	Regulated	Shaped	Taught	Volunteered	
Projected	Rehabilitated	Shared	Terminated	Weighed	
Promoted	Related	Simplified	Tested	Widened	
Proofread	Reinforced	Simulated	Tightened	Won	
Propelled	Remodeled	Sketched	Totaled	Wrote	

# Adverbs: The Verb Described

<b>Aggressively</b>	<b>Decidedly</b>	<b>Honestly</b>	<b>Open-mindedly</b>
<b>Aptly</b>	<b>Dependably</b>	<b>Imaginatively</b>	<b>Originally</b>
<b>Astutely</b>	<b>Directly</b>	<b>Impartially</b>	<b>Passionately</b>
<b>Candidly</b>	<b>Effectively</b>	<b>Independently</b>	<b>Professionally</b>
<b>Capably</b>	<b>Efficiently</b>	<b>Ingeniously</b>	<b>Proficiently</b>
<b>Carefully</b>	<b>Enthusiastically</b>	<b>Instinctively</b>	<b>Regularly</b>
<b>Cheerfully</b>	<b>Fairly</b>	<b>Inventively</b>	<b>Reliably</b>
<b>Clearly</b>	<b>Faithfully</b>	<b>Justifiably</b>	<b>Resiliently</b>
<b>Cleverly</b>	<b>Flexibly</b>	<b>Naturally</b>	<b>Resourcefully</b>
<b>Competently</b>	<b>Gladly</b>	<b>Neutrally</b>	<b>Straightforwardly</b>
<b>Consistently</b>	<b>Gregariously</b>	<b>Objectively</b>	<b>Truthfully</b>
<b>Creatively</b>	<b>Happily</b>	<b>Openly</b>	<b>Unfailingly</b>