

# **CVs for Postgraduate and Research Students**

**Careers & Employability Service**

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## Effective CV's For P.G and Research Students

<b>A CV details....</b>
What skills, knowledge and experience do you have to offer?
What will a potential employer want to know?
What have you done in your life to back up your claims?
What is considered professional in style and presentation of a CV?

This is a short guide to developing your CV, focusing on applying for jobs using your specialist knowledge, academic jobs, and jobs unrelated to your subject area, in the UK. For information on non-UK CV formats (each country differs), we have a range of reference books at the Careers Service, which may help, and would also suggest you checkout the Prospects website: [www.prospects.ac.uk/Links/Countries](http://www.prospects.ac.uk/Links/Countries) However, many of the basic principles are common to most types of CV.

For individual help, ideally draft out a rough CV, book an appointment with a Careers Adviser and we can work with you to improve its effectiveness.

### What Do You Have to Offer – Where's the Evidence?

Consider your skills, knowledge and experience. Depending on the job you want, the balance of importance between each of these will change. However, an initial wide sweep of everything you have to offer will help when you're choosing which elements of your life to highlight to an employer.

### Skills

Completing a skills self-assessment exercise will highlight strengths and what you need to develop. Make sure you give good examples; Concrete achievements and end results are much more effective than personal opinion when convincing an employer you have a skill. Many are tempted to claim that they have 'excellent communication skills' remember to back up your claims with good solid examples!

Remember skills gained outside your research or your department; for example, working in a bar gives scope for demonstrating tact, diplomacy, persuasion and assertiveness. Teamwork or leadership can be shown whilst rock climbing, playing in an orchestra or organising fundraising events.

Examples from your non-research life are often of limited (or no) interest to academic recruiters. However, employers outside academia, even for scientific research, often look for these sorts of examples to point to your general skills.

Examples should be recent – most school activities are too old!

Your subject knowledge may be of prime importance for an academic research post. However, for jobs slightly outside your subject area, it may be effective to highlight how certain techniques or subject knowledge are transferable and how they relate to the job in question – you can't assume the employer will automatically make the connection. For

jobs unrelated to your specialism, try to explain your research briefly in plain English; Get a non-specialist friend to read it and tell you if they understand.

Whilst very important to you, your research area is unlikely to be the focus of your CV if you're applying for a non-specialist job, so remember who is going to read your C.V

## **Experience**

Experience includes being a research student, but also previous work or professional experience (casual student jobs can count), other activities in your social life, or activities, which help with the smooth running of your department. The key to using these successfully in a CV lies in focusing on achievements rather than lists of duties or long descriptions of the context of the experience.

## **Who Are You Writing This For?**

Most people write a first CV as a history of themselves. Focus on what the employer wants to know-what will convince them that they would like you to work with them?

**Jobs** using your specialist subject-focus on your subject specific achievements, ability to deliver end results, your education, any projects and resources managed relevant techniques and knowledge, and skills such as teamwork, problem solving and creativity.

**Academic jobs** – focus on your subject specific achievements and education, your past, current and future research interests outline any publications, any teaching or demonstrating or departmental admin activities, anything to demonstrate your research skills and professional standing.

**Unrelated jobs** – focus on your key transferable skills which are appropriate to the job, particularly highlighting achievements which have been gained outside an academic research context, avoid over-technical descriptions, a personal profile highlighting your interest and suitability for this type of work can be helpful.

For any job, try to find out what the employer is looking for – if they won't tell you directly, check the adverts, recruitment and organisation literature or find out what other similar employers look for.

## **Making the Right Impression**

Employers reading CVs in answer to an advert can spend as little as 90 seconds scanning a CV before consigning it to the 'read later' or 'bin it now' piles.

If you've sent a speculative CV ensure it looks professional, and that something of interest to the employer stands out immediately.

## **Tips for Professional Presentation**

- For non-academic CV's, 2 sides of A4 maximum, new sheet for each side, laser printed. For academic CV's, use as much paper as you want (Size and quality counts!) but put the important points on the first two pages.
- Use good quality paper; white or traditional in colour (e.g. cream, parchment).
- Graphics – use only if relevant and only if they actually add something
- USE DISTINCTIVE HEADINGS and clearly separate the different areas of your experience. Keep sections together – avoid them running over two pages.
- Indenting sections and using • bullets and add visual interest and signposts key information.

## Concentrate on Your Written Style

- Rambling and endless lists are boring to read – the recruiter may not bother. Make it short and relevant.
- If a sentence starts to run over three lines, it is probably too long consider breaking it up into shorter sentences
- Use strong active words such as initiated, reorganised, co-ordinated-there's a useful list attached.
- Be specific and quantify achievements for credibility and impact – e.g. 'negotiated £200 sponsorship from local companies to promote department charity cricket match, raising £800.'

## Get the Format Right

There is no one right way to present a CV and you can move sections around or omit them, depending on their relevance to the recruiter – read it from their point of view. However, as starting points, here are some of the more common styles.

### Conventional Chronological CV

This is a wise choice for many jobs, and often ideal for jobs based around your specialism outside academia.

- Education and work experience should be shown in reverse chronological order, as the most recent is generally most relevant. You can also highlight your relevant employment experience by separate it into two sections – Relevant Work Experience, Other Work Experience.
- Don't leave unexplained gaps but you don't have to list all your jobs or qualifications, if they are numerous, not relevant or a long time ago e.g. '1994-96 various temporary summer jobs including sales, construction and warehousing'

### Academic CV

Whilst some academics have strong views on the correct format for academic CVs, we've found that these can differ. However, virtually all-academic CVs are built around: **research, teaching and administration.**

### Skills Based CV

This format is most effective when applying for jobs where you are trying to change field. By highlighting the transferable skills, and playing down the technical content of your education, you can help the recruiter see how you might fit into their non-research job.

A Personal Profile or Career Aim can be very effective in setting the scene for the reader – but ensure it is effective and not too vague.

*'Highly motivated postgraduate with good team skills looking for a job with excellent training where I can develop to my full management potential'*

*'Nuerate graduate with up-to-date IT knowledge, proven leadership skills and practical customer service experience seeking a move onto Sales in the IT sector'*

Skills can come before your qualifications, but if your education is relegated to the second page, make sure the first page refers at least to you being a graduate.

Your enthusiasm must shine through, as your qualifications and knowledge may not be directly relevant.

## **CV Examples**

CV's illustrate three different approaches to presenting the same person for three different jobs. They should not be taken as templates or ideal examples, but should give you some idea on how to approach your CV, according to the type of employer who is going to be reading it.

**CV 1** – this shows a conventional chronological CV which could be used for applying for jobs in your specialist subject based in industry, e.g. In research or design and development.

**CV 2** – shows an outline for an academic CV

**CV 3** – shows a skills-based CV, which could be used to apply for a job where the technical content of your research degree is of less importance.

Few people would have the skill and achievements to tackle all three types of CV with equal impact. Work on the strengths you feel you have, and ask for feedback from friends, colleagues and careers advisers.

# CV 1 Chronological CV

## Dr Bill Gates

## Curriculum Vitae

20 North road  
West Didsbury  
Manchester M20 1PP

0161 440 8998  
Bill.Gates@physics.org Email

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### QUALIFICATIONS

1990 – 1995	<b>PhD Physics</b>	University of Salford
1987 – 1990	<b>BSc [Hons] Physics 2:1</b>	University of Kent

### CAREER SUMMARY

1998 to date **BRITISH NUCLEAR FUELS Plc**

#### Senior Research Technologist

Responsible for the planning, implementation and management of scientific research projects for internal customers

Main activities:

- Project management meetings, defining objectives and project scope, providing scientific and research expertise and technical direction
- Preparation and submission of research proposals to clients
- Carrying out feasibility studies, and technical and financial analyses to establish optimal project solutions
- Costing, budgeting and management of external research contracts
- Project planning and progress reporting
- Assimilation, analysis and communication of complex information
- Delivering presentations to international technical experts
- Supervising and providing direction to multidisciplinary teams
- Quality control, carrying out risk assessments and writing safety cases
- Ensuring project compliance with site and building policies and procedures

Projects / Results:

- External science projects resulted in a five-fold increase in plasma torch throughput
- Built CFD / electromagnetic plasma torch models to gain an understanding of the torch operation and facilitate qualitative assessment of torch designs versus necessary criteria
- Thermal modelled engineering components to demonstrate fulfilment of safety case
- Researched a cost-efficient waste treatment process on a large-scale industrial plant
- Evaluated technology with cost, safety, deployment and environmental benefits for the decommissioning and decontamination of nuclear plants
- Design, commission and operation of experimental rigs to generate and characterise plasmas, using vacuum and RF systems and diagnostics

## CAREER SUMMARY continued

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1994 – 1998 UNIVERSITY OF SALFORD

### Research Assistant

Managed a hi-tech Laboratory and research projects from the inception stage through to evaluation and reporting.

Main activities:

- Collaboration with academic institutions and industrial research organisations, ensuring the smooth and efficient management of international projects and networks
- Dissemination of information via reports and technical papers
- Coaching and mentoring PhD students in the use of equipment and research techniques
- Design and operation of microwave measurement systems: network and spectrum analysers
- Investigation of non-linear electromagnetic waves: modulation, instability and mixing
- Commission and operation of optical systems: interferometry, laser-beam manipulation
- Writing programs in Fortran and C to numerically solve equations and relate theory to experimental data

Main results: published ten papers in international journals, including:

- Nonlinear self-channelling and beam shaping of magnetostatic waves in ferromagnetic films  
B Gates et al, Physical Review B-Condensed Matter, vol. 53, 1996
- Brillouin light-scattering study of TbFeCo thin films  
B Gates et al, Journal of Applied Physics, vol. 82, 1997

## EDUCATION & TRAINING

1998 - 2003	Project Management Communications Health and Safety / Risk Assessment Working Safely / Behavioural Safety Environmental Awareness	British Nuclear Fuels
2000 - 2001	City & Guilds: Java Programming level 3	City College Manchester
1980 - 1987	A-level: Biology, Physics, Maths / Ten O-levels	Bishop Vesey's Grammar School

## GENERAL

<i>Personal</i>	Date of birth: 13 <sup>th</sup> August 1970 - British
<i>Driving</i>	Full, clean UK Driving Licence
<i>Membership</i>	The Institute of Physics: Chartered Physicist
<i>Interests</i>	Places of historical interest, running, reading and classical music

**REFEREES** Professional and academic references readily available at a later stage

## CV 2- Academic

## Curriculum Vitae: Dr. Bill Gates

**Address:** 20, North road, West Didsbury, Manchester, M20 1PP

**Telephone:** 0161 440 8989 (home) 01925 811555 (work) 0771 772 8899 (mobile)

**E-mail:** Bill. Gates@physics.org

### Profile

I am an experienced researcher with a proven track record in academia and industry, looking for a role using and developing my technical and research management skills. I enjoy working in a challenging commercial environment, and welcome opportunities for new roles and responsibilities. I am flexible, motivated and enjoy working as part of a team or independently upon my own initiative.

### Work Experience

**Senior Research Technologist** British Nuclear Fuels Plc November 1998 - Date

*I provide scientific expertise and research management, within a project developing a novel process on an industrial scale experimental plant. My main responsibilities are:*

- Management of the experimental research programme, including management of a team of multi-disciplinary experts, and hands on supervision of experimental measurements.
- Management of external research contracts, responsible for liaison, budget and resource management and ensuring information is obtained within time, cost and quality considerations.
- Undertaking CFD plasma torch and thermal modelling.

Additional roles and responsibilities:

- Engineering studies of novel physics based technologies, looking for innovative solutions to technical issues, and assessing viability for deployment.
- Scientific and technical input into R&D projects, e.g. consultant for physics and science research issues.
- Design, commissioning and operation of experimental rigs, data acquisition and data analysis.
- Plasma generation & characterisation, e.g. use of vacuum components, RF systems and plasma diagnostics.
- Writing research project reports, technical papers and funding proposals.

**Research Assistant** University of Salford 1994 - November 1998

- Managing research projects at all stages, from inception through to final evaluation, responsible for time, financial and personnel management.
- Main liaison in collaborative research with other academic and industrial agencies.
- Writing reports and technical papers, e.g. for international journals.
- Training and mentoring PhD students.
- Designing, building and evaluating microwave signal processing devices.
- Investigating fundamental nonlinear properties of electromagnetic waves.
- Identifying and characterising new materials exhibiting nonlinear behaviour at microwave frequencies.

### Education and Qualifications

**Physics PhD** University of Salford 1990 - 1995

- Collecting and analysing experimental data to characterise magnetic thin film structures.
- Designing, commissioning and operating optical and microwave diagnostic systems.
- Study of nonlinear (high power) microwave pulses and beams.
- Writing project reports and papers for external publication.

**Physics BSc (Hons) 2.i** University of Kent 1987 - 1990

Main subjects: solid state physics, optics, elementary particle physics and astrophysics.

Java Programming City & Guilds level 3

A level: Biology (C), Physics (D), Maths (E) and 10 O levels.

## **Key Skills and Knowledge**

### **Research**

- Managing research projects, e.g. planning, costing, implementation, monitoring progress, to produce required data & measurements to time, quality and cost constraints.
- Experience of experimental research from bench scale investigations to full-scale pilot plant tests.
- Interpreting theoretical concepts, and relating to practical experimental measurements.
- Locating and assimilating relevant information from a diverse range of sources, e.g. colleagues, research publications, academic experts, companies, the internet.
- Capacity to exploit intuition to understand and analyse complex experimental data.

### **Technical**

- Experienced in CFD modelling of inductively coupled plasma torches, e.g. study of plasma flowfields.
- Practical experience of plasma generation, e.g. inductive and capacitive RF systems, vacuum systems, etc.
- Plasma diagnostics, including use of Langmuir probes, impedance monitors and ion energy analysers.
- Optics and lasers, e.g. experience of interferometry, laser-beam steering, optical benches etc.
- Electromagnetic-wave nonlinear-phenomena, e.g. phase modulation, instability, mixing, decay processes.
- Microwaves and RF, e.g. using network analysers, spectrum analysers, matching networks, waveguides, etc.
- Fortran, Java and C/C++ programming, writing programmes to numerically solve equations.

### **General**

- Problem solving using analytical thinking, creativity, experience and intuition, with the ability to reassess decisions and change direction when necessary.
- Able to hold formal and informal technical discussion with people from a variety of backgrounds, such as industrial collaborators, international experts, students.
- Efficiently operating within tight time and resource constraints.
- Disseminating information through technical reports and journal papers (ten papers published in international journals) and presenting concepts and data in understandable and accessible formats.
- Self-motivated and a motivator of others, setting high standards for myself and expecting them of others in the team.
- The ability to build lasting and positive working relationships with colleagues, based on mutual understanding and respect, and the ability to motivate and support others within the team.
- A highly developed sense of humour and the ability to keep calm under pressure.

### **Publications**

Published ten papers in international journals, including:

- Nonlinear self-channelling and beam shaping of magnetostatic waves in ferromagnetic films  
B Gates et al, Physical Review B-Condensed Matter, vol. 53, 1996
- Brillouin light-scattering study of TbFeCo thin films  
B Gates et al, Journal of Applied Physics, vol. 82, 1997

### **Interests and Activities**

I enjoy visiting sites of historical interest, particularly those relating to prehistory, several of which are located in the countryside surrounding Manchester. I keep fit by running. Additional interests include reading and classical music.

### **Additional Information**

Date of birth: 23<sup>rd</sup> August 1969

I have a clean driving licence and my own car.

**Nationality: British**  
**Physics.**

***I am a Chartered Physicist and a Member of the Institute of***

***References available upon request***

## CV 3 : Skills based

### Dr Bill Gates

20 North road  
West Didsbury  
Manchester M20 1PP

### *Curriculum Vitae*

0161 440 8989  
Bill.Gates@physics.org Email

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**An experienced problem solver with a range of technical, practical and commercial experience gained within academic and business environments. Detail focused, flexible and resourceful with the ability to effectively manage projects within required performance requirements.**

#### KEY COMPETENCIES

- **Analytical thinking** – able to clearly understand problems and produce fit for purpose solutions, ranging from addressing obstacles encountered on a day to day basis, through to the planning and monitoring of long term programmes.
- **Well developed numeric skills** – undertaking calculations, e.g. for data analysis, to solve scientific and engineering problems.
- **Project management** – planning and delivering projects to customers, within cost, time and quality constraints, from my own projects, to developing and coordinating programmes within large projects.
- **Dealing with data and information** – locating, analysing and communicating complex information.
- **Time management** – efficiently prioritising work according to long, short term and emergency demands (eg equipment failure) whilst maintaining a focus on delivering for both internal and external customers.
- **Communication skills** – writing reports and presentations, using a clear and understandable format, tailored to technical level and objectives of audience.
- **IT** – computer literate with extensive use of Windows based packages. Able to learn use of new packages quickly without formal training.
- **Drive and energy** – motivating self and colleagues on long-term projects; applying determination and focus to keep on track to meet milestones and deadlines.
- **Team working** – working cooperatively with a wide range of technical and commercial professionals to maintain team focus and motivation.

#### CAREER SUMMARY

BRITISH NUCLEAR FUELS Plc

1998 to date

##### Senior Research Technologist

Planned, implemented and managed challenging and diverse R&D projects for a range of customers.

##### Key achievements

- Planned and coordinated experimental research programme for a £multimillion project; ensured milestones were met and key data obtained.
- Controlled costs and budgets to perform contract management of external suppliers to ensure delivery of services within project deadlines.
- Undertook original research into plasma torch design using CFD models, performed an assessments of torch performance versus key criteria.
- Designed and procured key engineering components, ensured delivery within project deadlines, produced safety case and thermal calculations to ensure safety requirements were met.

## CAREER SUMMARY continued

UNIVERSITY OF SALFORD

1994 – 1998

### Research Assistant

Managed a hi-tech laboratory capital and research projects, from inception, through to evaluation and reporting.

#### Key achievements

- Collected and analyses data on a range of physical phenomena.
- Undertook calculations and modelling, successfully related theory to practical measurements.
- Disseminated original research via international science journals – 10 papers published.
- Ensured the smooth and efficient management of international projects and networks.
- Coached and mentored PhD students in the safe use of equipment and successful application of research techniques

## QUALIFICATIONS & TRAINING

Project Management Effective Communications Health and Safety Risk Assessment Working Safely / Behavioural Safety Environmental Risk Assessment	British Nuclear Fuels	1998 - 2003
Java Programming City & Guilds level 3	City College Manchester	2000 - 2001
PhD Physics	University of Salford	1990 – 1995
BSc [Hons] Physics 2:1	University of Kent	1987 - 1990
A-level: Biology, Physics, Maths / Ten O-levels	Bishop Vesey's Grammar School	1980 - 1987

## GENERAL

<i>Personal</i>	Date of birth: 13th August 1970 - British
<i>Driving</i>	Full, clean UK Driving Licence
<i>Membership</i>	The Institute of Physics: Chartered Physicist
<i>Interests</i>	Places of historical interest, running, reading and classical music

**REFEREES** Professional and academic references readily available on request

## Preparing a Covering Letter

Almost invariably, a covering letter should be sent together with your Curriculum Vitae (CV). In fact, the covering letter is usually the document first seen and has to be written in such a way as to make the recruiter want to go on and read your CV. You should not think in terms of producing one 'standard' covering letter – employers are unimpressed by the circular approach! Whilst you may well use similar material for all your letters, you must aim at providing specific information relevant both to the job you're interested in and to the organisation concerned.

### Before you start: -

- Do your research on the organisation and the job
- Try to get a contact name and title. Get these correct – e.g. never assume P. Jones is Mr P. Jones

### Style: -

- A typical covering letter, laid out in a business format, should not be longer than one side of A4. A sample layout is detailed overleaf.
- Many recruiters these days prefer a clear, word-processed letter, but if your handwriting is good, then a written letter is acceptable. Use the same paper (and same size) for the letter as for your CV.
- Bullets can look good for emphasis but generally avoid bolding/underlining and using subheading-these can appear out of place in a letter.
- Do not staple the CV to the back of the letter – use a paper clip.

### Content: -

- State what you want right at the beginning of your letter. If you are applying for a specific vacancy, make this clear, saying where you saw it advertised and quoting any references given. If your letter is speculative one e.g. looking for summer work experience, tell the employer and give some idea of the type of work you are seeking and when available.
- Explain why you are interested in this position/type of work with this particular organisation.
- Provide evidence of your suitability, referring back to your CV but don't simply repeat what is on the CV, and don't introduce completely new information.
- Round the letter off appropriately e.g. by saying when you would be free for interview or, if a speculative letter, by indicating that you will give them a telephone call in a few days time etc.
- Most employers prefer to have careers objectives dealt with in your covering letter rather than the CV. Make sure that any career aims referred to in your CV are consistent with what you have stated in your covering letter
- Try not to be too formal or stilted in the language you use, but include strong and positive words.

Finally, check your spelling and grammar – avoid any typing errors or crossings out. Read and re-read through your letter to ensure both the content and presentation are acceptable.

## Example Covering Letter

	(The address to which correspondence should be sent. Could include email address and phone number) →	<b>25 Spring Gardens Didsbury Manchester M20 6PR</b>
<b>22<sup>nd</sup> January 2009</b>	← Insert current date	
<b>Ms. Jane Sansom Personnel Department Tescway Group Lynton Midshire PP3 1YU</b>	← (Full name and address of organisation to which you are applying)	
<b>Dear Ms. Sansom</b>  Research Assistant	←	(A sub-heading here is useful – identifies your reason for writing at the outset)
<p>(1)– introduce yourself  (2)–State what you want e.g. the job you're applying for, where you saw it advertised.  (3)–Detail what you can offer, picking out the most relevant skills and experience  (4)–Say why you are applying for this job with this organisation. Includes any other related information about your career aims.  (5)-Finish off e.g. by indicating availability for interview and also that you look forward to hearing from the company in the near future. If a speculative application you may decide to follow up the letter with a phone call – tell the employer if this is what you propose.</p>		
<b><i>Yours sincerely</i></b>	←	(Remember Dear Sir/Madam=Yours Faithfully Dear Mr/Mrs/Ms. = Yours Sincerely)
<b><i>Peter Franks</i></b>	←	Leave enough space for your signature
<b><i>Enc.</i></b>	←	(Enc. = enclosures i.e. your CV!)

These are guidelines – nothing is set in stone. For example, if you wish to structure the main body of the letter in a different order than suggested, then do so.)

## USEFUL WORDS

Action words to show what you have done...

### Communication...

<b>Addressed</b>	<b>Co-ordinated</b>	<b>Introduced</b>	<b>Recommended</b>	<b>Suggested</b>
<b>Advised</b>	<b>Corresponded</b>	<b>Lectured</b>	<b>Reconciled</b>	<b>Summarised</b>
<b>Argued</b>	<b>Counselled</b>	<b>Led</b>	<b>Referred</b>	<b>Trained</b>
<b>Briefed</b>	<b>Debated</b>	<b>Liaised</b>	<b>Related</b>	<b>Translated</b>
<b>Chaired</b>	<b>Directed</b>	<b>Mediated</b>	<b>Renegotiated</b>	<b>Tutored</b>
<b>Coached</b>	<b>Encouraged</b>	<b>Met</b>	<b>Reported</b>	<b>Umpired</b>
<b>Commanded</b>	<b>Explained</b>	<b>Named</b>	<b>Responded</b>	<b>Validated</b>
<b>Communicated</b>	<b>Guided</b>	<b>Negotiated</b>	<b>Reviewed</b>	<b>Verified</b>
<b>Consulted</b>	<b>Handled</b>	<b>Nominated</b>	<b>Showed</b>	<b>Welcomed</b>
<b>Contacted</b>	<b>Helped</b>	<b>Persuaded</b>	<b>Sold</b>	
<b>Converted</b>	<b>Influenced</b>	<b>Presented</b>	<b>Specified</b>	
<b>Convinced</b>	<b>Instructed</b>	<b>Promoted</b>	<b>Spoke</b>	
<b>Co-operated</b>	<b>Interviewed</b>	<b>Recognise</b>	<b>Stated</b>	

### Making changes...

<b>Accelerated</b>	<b>Dropped</b>	<b>Increased</b>	<b>Perfected</b>	<b>Stimulated</b>
<b>Added</b>	<b>Edited</b>	<b>Induced</b>	<b>Reduced</b>	<b>Straightened</b>
<b>Adjusted</b>	<b>Eliminated</b>	<b>Innovated</b>	<b>Re-evaluated</b>	<b>Streamlined</b>
<b>Balanced</b>	<b>Enhanced</b>	<b>Integrated</b>	<b>Rehabilitated</b>	<b>Stripped</b>
<b>Changed</b>	<b>Enlarge</b>	<b>Intensified</b>	<b>Renovated</b>	<b>Tightened</b>
<b>Combined</b>	<b>Expanded</b>	<b>Maximised</b>	<b>Reorganised</b>	<b>Transferred</b>
<b>Corrected</b>	<b>Followed-up</b>	<b>Moderated</b>	<b>Revamped</b>	<b>Transformed</b>
<b>Decreased</b>	<b>Heightened</b>	<b>Modified</b>	<b>Revised</b>	<b>Trebled</b>
<b>Diminished</b>	<b>Improved</b>	<b>Moulded</b>	<b>Simplified</b>	<b>Updated</b>
<b>Doubled</b>	<b>Improvised</b>	<b>Moved</b>	<b>Smoothed</b>	

### Achievements.....

<b>Accomplished</b>	<b>Built</b>	<b>Demonstrated</b>	<b>Proved</b>	<b>Shipped</b>
<b>Achieved</b>	<b>Caused</b>	<b>Effected</b>	<b>Realised</b>	<b>Solved</b>
<b>Attained</b>	<b>Compiled</b>	<b>Organised</b>	<b>Resolved</b>	<b>Succeeded</b>
<b>Authored</b>	<b>Completed</b>	<b>Produced</b>	<b>Satisfied</b>	<b>Won</b>

### Start.....

<b>Arranged</b>	<b>Developed</b>	<b>Fostered</b>	<b>Launched</b>	<b>Raised</b>
<b>Assembled</b>	<b>Devised</b>	<b>Founded</b>	<b>Made</b>	<b>Set up</b>
<b>Began</b>	<b>Drafted</b>	<b>Generated</b>	<b>Originated</b>	<b>Shaped</b>
<b>Co-founded</b>	<b>Drew-up</b>	<b>Initiated</b>	<b>Piloted</b>	<b>Started</b>
<b>Conceived</b>	<b>Established</b>	<b>Inspired</b>	<b>Pioneered</b>	<b>Undertook</b>
<b>Constructed</b>	<b>Formed</b>	<b>Instituted</b>	<b>Planned</b>	
<b>Created</b>	<b>Formulated</b>	<b>Invented</b>	<b>Prepared</b>	

### Maintain.....

<b>Assured</b>	<b>Ensured</b>	<b>Maintained</b>	<b>Ran</b>	<b>Serviced</b>
<b>Conditioned</b>	<b>Galvanised</b>	<b>Monitored</b>	<b>Regulated</b>	<b>Supported</b>
<b>Consolidated</b>	<b>Insured</b>	<b>Policed</b>	<b>Reinforced</b>	
<b>Continued</b>	<b>Kept</b>	<b>Prevailed</b>	<b>Secured</b>	

Get.....

<b>Acquired</b>	<b>Earned</b>	<b>Included</b>	<b>Received</b>	<b>Selected</b>
<b>Awarded</b>	<b>Extracted</b>	<b>Obtained</b>	<b>Recruited</b>	<b>Took</b>
<b>Chose</b>	<b>Gained</b>	<b>Procured</b>	<b>Rescued</b>	
<b>Collected</b>	<b>Hired</b>	<b>Purchased</b>	<b>Saved</b>	

Maintain....

<b>Assured</b>	<b>Ensured</b>	<b>Maintained</b>	<b>Ran</b>	<b>Serviced</b>
<b>Conditioned</b>	<b>Galvanised</b>	<b>Monitored</b>	<b>Regulated</b>	<b>Supported</b>
<b>Consolidated</b>	<b>Insured</b>	<b>Policed</b>	<b>Reinforced</b>	
<b>Continued</b>	<b>Kept</b>	<b>Prevailed</b>	<b>Secured</b>	

Find/Search

<b>Checked</b>	<b>Found</b>	<b>Located</b>	<b>Researched</b>	<b>Sought</b>
<b>Discovered</b>	<b>Hunted</b>	<b>Looked</b>	<b>Scouted</b>	<b>Studied</b>
<b>Examined</b>	<b>Inspected</b>	<b>Perceived</b>	<b>Scrutinised</b>	<b>Surveyed</b>
<b>Explored</b>	<b>Investigated</b>	<b>Pinpointed</b>	<b>Sifted</b>	<b>Unearthed</b>

Describe....

<b>Catalogued</b>	<b>Designated</b>	<b>Illustrated</b>	<b>Projected</b>	<b>Worked</b>
<b>Clarified</b>	<b>Detailed</b>	<b>Mapped</b>	<b>Proposed</b>	<b>Wrote</b>
<b>Composed</b>	<b>Formalised</b>	<b>Marketed</b>	<b>Recorded</b>	
<b>Defined</b>	<b>Highlighted</b>	<b>Painted</b>	<b>Substantiated</b>	
<b>Described</b>	<b>Identified</b>		<b>Typed</b>	

In charge.....

<b>Administered</b>	<b>Controlled</b>	<b>Headed</b>	<b>Ordered</b>	<b>Took Over</b>
<b>Authorised</b>	<b>Dealt</b>	<b>Influenced</b>	<b>Presided</b>	
<b>Captained</b>	<b>Delegated</b>	<b>Managed</b>	<b>Promoted</b>	
<b>Conducted</b>	<b>Employed</b>	<b>Mastered</b>	<b>Represented</b>	
<b>Contracted</b>	<b>Governed</b>	<b>Officiated</b>	<b>Spearheaded</b>	

Numerical/Computational....

<b>Audited</b>	<b>Computed</b>	<b>Networked</b>	<b>Profited</b>	<b>Systemised</b>
<b>Budgeted</b>	<b>Correlated</b>	<b>Paid</b>	<b>Programmed</b>	<b>Tabulated</b>
<b>Calculated</b>	<b>Financed</b>	<b>Processed</b>	<b>Scheduled</b>	

Send/give

<b>Delivered</b>	<b>Distributed</b>	<b>Publicised</b>	<b>Submitted</b>	
<b>Dispatched</b>	<b>Forwarded</b>	<b>Revealed</b>	<b>Supplied</b>	
<b>Displayed</b>	<b>Placed</b>	<b>Sent</b>		

Decision

<b>Allocated</b>	<b>Appreciated</b>	<b>Assumed</b>	<b>Diagnosed</b>	<b>Interpreted</b>
<b>Allotted</b>	<b>Arbitrated</b>	<b>Decided</b>	<b>Elected</b>	<b>Justified</b>
<b>Appraised</b>	<b>Assessed</b>	<b>Determined</b>	<b>Evaluated</b>	<b>Prioritised</b>

Positive Action

<b>Aided</b>	<b>Enacted</b>	<b>Foresaw</b>	<b>Performed</b>	<b>Structured</b>
<b>Applied</b>	<b>Enjoyed</b>	<b>Implemented</b>	<b>Played</b>	<b>Surmounted</b>
<b>Aspired</b>	<b>Enlisted</b>	<b>Incorporated</b>	<b>Pleased</b>	<b>Targeted</b>
<b>Assimilated</b>	<b>Exceeded</b>	<b>Involved</b>	<b>Prompted</b>	<b>Travelled</b>
<b>Assisted</b>	<b>Executed</b>	<b>Motivated</b>	<b>Provided</b>	<b>Unified</b>
<b>Attended</b>	<b>Expedited</b>	<b>Orientated</b>	<b>Screened</b>	<b>Used</b>
<b>Enabled</b>	<b>Experienced</b>	<b>Participated</b>	<b>Served</b>	<b>Utilised</b>

Other Useful Action Words

<b>Accompanied</b>	<b>Closed</b>	<b>Expended</b>	<b>Finalised</b>	<b>Treat</b>
<b>Appointed</b>	<b>Concluded</b>	<b>Facilitated</b>	<b>Prohibited</b>	
<b>Assigned</b>	<b>Exhibited</b>	<b>Familiarised</b>	<b>Stopped</b>	
<b>Brought</b>		<b>Filed</b>	<b>Tested</b>	

Positive description words to highlight your best attributes

<b>Ambitious</b>	<b>Diverse</b>	<b>Harmonious</b>	<b>Proficient</b>	<b>Thorough</b>
<b>Able</b>	<b>Economical</b>	<b>Helpful</b>	<b>Punctual</b>	<b>Thoughtful</b>
<b>Active</b>	<b>Effective</b>	<b>Honest</b>	<b>Qualified</b>	<b>Tolerant</b>
<b>Capable</b>	<b>Efficient</b>	<b>Honourable</b>	<b>Reliable</b>	<b>Understanding</b>
<b>Competent</b>	<b>Energetic</b>	<b>Humorous</b>	<b>Resourceful</b>	<b>Useful</b>
<b>Comprehensive</b>	<b>Enthusiastic</b>	<b>Imaginative</b>	<b>Responsible</b>	<b>Versatile</b>
<b>Confident</b>	<b>Excellent</b>	<b>Loyal</b>	<b>Sincere</b>	<b>Vital</b>
<b>Conscientious</b>	<b>Exceptional</b>	<b>Notable</b>	<b>Stringent</b>	<b>Vivid</b>
<b>Consistent</b>	<b>Exclusive</b>	<b>Permanent</b>	<b>Substantial</b>	<b>Wide</b>
<b>Dependable</b>	<b>Experienced</b>	<b>Practical</b>	<b>Successful</b>	<b>Wise</b>
<b>Distinctive</b>	<b>Fair</b>	<b>Prestigious</b>	<b>Technical</b>	

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