

RÉSUMÉS



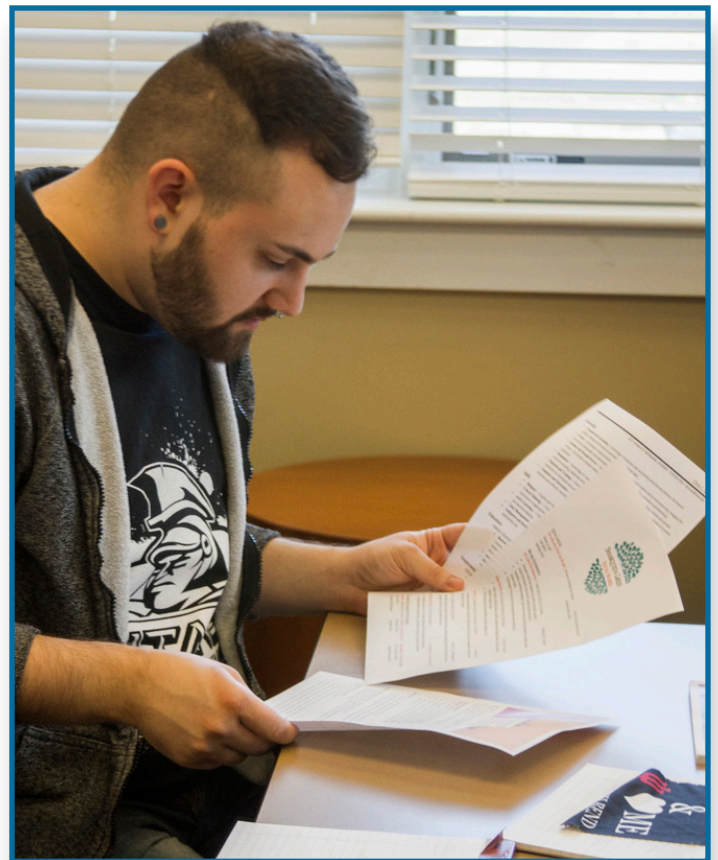
The résumé is a personal marketing tool that outlines your skills and experiences so an employer can see, at a glance, how you can contribute to their organization. The most effective résumés are clearly focused on a specific job title and address the employer's stated requirements for the position. While you may have all the requirements for the position, your résumé may be overlooked if it does not clearly identify these requirements. The more you know about the duties and skills required for the job, and organize your résumé around these requirements, the more effective the résumé.

RÉSUMÉ HEADINGS

Select headings to be used on your résumé that best highlight achievements and experiences that are relevant to the position you seek. Begin with the basic sections: Identification, Summary of Qualifications, Education, Skills, Experience, and Work History. Add additional sections to customize your résumé.

1. Identification Section

- The identification section does not require a title.
- Be sure to list your full name (no nickname) including your middle initial.
- At a minimum, you should provide the basics including your current mailing address, city, state, zip code, telephone number, and email address. (When uploading your résumé to a large job board, like Monster.com, it's okay to list your telephone number and email address only.)
- Web addresses can act as an additional plug for your qualifications, used **ONLY** if they are professional and promote you as a job seeker.
- Consider including your LinkedIn address. Most employers will review your linkedIn account before offering you a position anyway.
- Do not display personal information from any of the links on your website; if it is not visible on your résumé, it should not be on your website.



NOTE: Objective Section

The objective section of a résumé is often used in place of an accompanying cover letter, when an employer asks for a résumé only.



2. Summary of Qualifications Section

This is a list of the strongest qualifications you can bring to the job and should be tailored to each of the positions for which you apply. It is important to use a summary of qualifications. It can be one of your defining elements. The employer will typically scan your résumé, looking for keywords which can be clearly marked in this section. Summary of Qualifications examples include:

- Fluent in English and Spanish
- 10+ years in financial management and forecasting, team management, and mentoring
- A professional educator with seven years of experience in the field working with students and teachers
- Improved standardized test scores in reading and writing on average by 4% over three years
- 5+ years of familiarity with PCR DNA PCR HPLC and sterilization techniques
- Highly skilled in microbiology techniques, terminology and equipment and supplies in addition to having an in depth knowledge of laboratory tests
- 10+ years of experience of maintaining confidentiality of medical, civil, and research documents
- Strong ability to develop and maintain professional relationships with clients and staff
- 3+ years experience with Adobe Creative Suite: Acrobat Pro, Dreamweaver, Illustrator, InDesign, and Photoshop; Microsoft Office Suite; Windows and Macintosh OS environments

Examples

- Summary of Qualifications
- Profile
- Qualifications Summary
- Career Summary
- Key Qualifications
- Career Profile
- Career Highlights

SUMMARY OF QUALIFICATIONS

- Six months of basic bookkeeping
- Over three years combined of customer service
- Possess the initiative to work independently as well as part of a team
- Strengths: Communication, Honesty, Integrity, Organization, Creativity, Detail-oriented
- Computer Skills: MS Office (Excel, Outlook, PowerPoint, Word), Peachtree, SPSS, Prosystem



3. Education, Training, and Certifications Section

List your primary academic institutions (those institutions that have granted a certification/degree to you or that you are currently attending). Include the institution's name, city, state, graduation date, degree/diploma, field(s) of study, grade point average (if 3.0 or higher), and academic honors and awards. If you have limited experience in the field for which you are applying, consider listing relevant course work related to your job objective and career-related research and projects.

EDUCATION

Bachelor of Science in Business with Concentrations:

Accounting and Finance

Dec 2016

Indiana University South Bend

South Bend, IN

Relevant Coursework:

- Auditing
- Applications in Financial Management
- Introduction to Taxation
- International Business
- Business and Professional Communication
- Intermediate Finance

Examples

- Education, Training, and Certifications
- Education and Certification
- Education
- Training and Certification
- Education and Training
- Training
- Academic Achievements and Accomplishments
- Educational Profile

4. Skills, Experience, and Work History Section

For most job seekers, this is the most difficult section of a résumé to develop. It requires you to take a look at your current and previous experiences in full-time, part-time, paid, unpaid, volunteer, and internship positions plus be able to put these experiences on your résumé in a way that will garner attention. Choose action verbs to start each statement describing your work experience (examples on pages 24-25.)

Examples

- Work History
- Relevant Experience
- Work Experience
- Relevant Skills and Experience
- Employment History
- Skills and Experience
- Employment Experience
- Volunteer Experience
- Volunteer Skills and Experience
- Career Profile
- Particular Area (i.e., Accounting, Counseling, ...) Experience

ACCOUNTING AND FINANCE EXPERIENCE

Tax Intern Feb 2016-April 2016

RSM Elkhart, IN

- Verified all relevant information
- Complete data entry into computer tax program
- Discovered discrepancies by comparing this year's return to last year's

Accounts Payable Intern July 2015-Dec 2015

Markley Enterprise, Inc. Elkhart, IN

- Transferred purchase orders between programs
- Received goods against purchase orders
- Matched up invoices and packing slips, key bills, and completed check runs
- Performed daily price audits to guarantee correct information

Vice President May 2014-May 2015

Treasurer May 2013-May 2014

Finance Student Association South Bend, IN

- Balanced finances and secured additional funding for club
- Organized meetings
- Initiated contact with new speakers

NOTE: Bulleted Lists

Timothy McAdoo notes in his **APA Style Blog** entry 'Lists, Part 5: Bulleted Lists' 'Bulleted lists allow a writer to create a list that stands out from the text without the implied chronology or order of importance that a numbered list might convey... When full sentences are used, the first words should be capitalized and appropriate end punctuation should be included.'

Most word processing programs will create list formatting automatically. Look for an icon that looks like a bulleted list. Click the icon and then type your list. Click the icon again to stop the formatting.

5. Individualized Section

Although all résumés have the same purpose, your résumé should be unique to you and not a generic template. Employers receive hundreds of résumés for jobs every day and it is to your advantage to design a résumé that will set you apart from all the other candidates. Consider using text box quotes, lines, graphics, lightly colored or textured paper, or a unique layout to enhance your résumé.

Examples

- Computer Skills
- Honors
- Technical Skills
- University/Community Involvement
- Laboratory Skills
- Professional Affiliations
- Awards and Recognitions

ASSOCIATIONS

Accounting Association - Member Aug 2015-Present

Nap Club - Treasurer Aug 2014-Present

ACHIEVEMENTS

**Who's Who Among Students
in American Universities & Colleges** April 2016



The Do's

- State your Summary of Qualifications clearly and concisely
- Focus on accomplishments, skills, and results
- Show verifiable accomplishments in terms of numbers, percentages, or dollars
- Make sure your résumé is accurate, concise and error free
- Use short phrases and strong action verbs and words
- Write in the active voice
- Allow for ample white space
- Use a visually appealing format
- Use bolds, small caps, italics, underlines, and bullets to emphasize key points and create visual interest
- Use graphics only when necessary
- Use a quality paper in white, ivory or a light hue
- Be consistent in all matters of style, punctuation, grammar, and format

The Do Not's



of Formatting your Résumé

- Include personal or discriminatory information such as; height, weight, race, religion, etc.
- Include anything not considered absolutely essential
- Include any misrepresentations or any statements that cannot be proven
- Send your résumé out with errors or incorrect information
- Use flowery language or self-congratulatory puffery
- Use I, me, my, or we
- Use too little or too much white space
- Send out copies with smudges and marks on them
- Overuse bolds, small caps, italics, underlines, and bullets
- Use tasteless or unnecessary graphics or attach a photograph
- Use odd sized or brightly colored paper, fancy binders or folders
- Use abbreviations, acronyms, or buzz-words where misunderstanding may result

Heading Options

- | | |
|---|----------------------------------|
| Academic Achievements and Accomplishments | Laboratory Skills |
| Awards and Recognitions | Professional Affiliations |
| Career Highlights | Profile |
| Career Profile | Qualifications Summary |
| Career Summary | Relevant Experience |
| Computer Skills | Relevant Skills and Experience |
| Education | Summary of Qualifications |
| Education and Certification | Technical Skills |
| Education and Training | Training |
| Education, Training, and Certification | Training and Certification |
| Employment History | University/Community Involvement |
| Honors | Volunteer Experience |
| Key Qualifications | Work Experience |

NOTE: Individualized Section

Although all résumés have the same purpose, your résumé should be unique to you and not a generic template. Employers receive hundreds of résumés for jobs every day and it is to your advantage to design a résumé that will set you apart from all the other candidates. Consider using text box quotes, lines, graphics, lightly colored or textured paper, or a unique layout to enhance your résumé.

RÉSUMÉ MYTHS



Myth #1: Your Résumé Must Be Only One Page

“Your résumé should be as long as needed [in order] to get your concise message across with zip and punch,” says Joyce Lain Kennedy, career columnist and author of *Résumés for Dummies*. If your experience and background justify two or more pages, so be it. Recent grads should not go beyond one page, but senior executives with decades of experience will probably need at least two pages.

Myth #2: Employers Do Not Read Cover Letters

“Remember that anything you send is part of an image you’re projecting,” says Dominguez Chan. “If [nothing else,] your cover letter shows your writing skills...and if all the candidates [for the position] really are top notch, it could be the cover letter that lands you the job.”

Myth #3: Résumés Should Include and Describe Your Entire Work History

Your résumé is a sales piece, a personal marketing tool. Take time to consider what skills the position requires. It is likely that a part-time job you took for a few months is not going to be relevant or impressive. Unless you need to cover a significant time gap, it is wise to include only those jobs that will showcase your ability to excel in the position for which you are applying.

Volunteer and other unpaid positions can be just as valuable as paid ones—especially if you are a recent grad or are re-entering the workforce after an absence. Use your résumé format to communicate volunteer work as experience.

Myth #4: It Is Okay To Fib On Your Résumé

If you think “blowing smoke on your résumé—inflating grades, inventing degrees, concocting job titles—is risk free because nobody checks, you’re wrong,” says Joyce Lain Kennedy. Employers do check, and those fibs will catch up with you. “People think they have to puff themselves up,” says Ronnie Gravitz, a career counselor at UC Berkeley. “You just need to make a good case for what you have done.”

Myth #5: Including References Available Upon Request Is Standard Protocol

“An employer won’t assume [that] you don’t have references,” says Dominguez Chan. “[Removing the line] gives you more room to include important information about who you are.” She adds, “The only reason to include that [information] is if for some reason references are absolutely needed in the field. Academic positions, for example, typically ask for several reference names and/or letters.”



Myth #6: If Your Résumé Is Good Enough, It Will Produce a Job Offer

Your résumé is only one part of the process. The résumé’s job is to land you an interview. “Once you get the interview,” says Joyce Lain Kennedy, “you are what gets you a job—your skills, your savvy, your personality, your attitude.”

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THE WINNING RÉSUMÉ!

The ultimate test of your résumé will be adapting it to fit multiple positions. This is why it is crucial to review each job that you apply for and spend quality time on developing a résumé that will target each job. This will show the employers that you have taken the time to think about their needs and how your experiences and skills relate to their qualifications by highlighting the key qualifications in the job description. By doing so, you can clearly communicate in the employer's language that you have what it takes to get the job done!

Chronological Résumé

A chronological résumé is the most common type of résumé. It lists your work experience in reverse chronological order. So, your most recent work experience is listed first, then the one prior to that and so on. Because a chronological résumé is sequenced by dates, it is customary to clearly list the dates of your employment, education, and related activities.

NATASHA R. MOORE

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L: www.linkedin.com/in/nicole-markham-27d09112

1700 Mishawaka Avenue
South Bend, IN 46615

WORK EXPERIENCE

**DIRECTOR OF THE SOUTH BEND MARKET | uHAPS
SOUTH BEND, IN | SEP 2015 – PRESENT**

- Handle scheduling, time-sheets, hiring, and Facebook account
- Manage events in a professional and timely manner
- Promotion earned following superior performance and ability to master complex concepts

**PUBLIC RELATIONS INTERNSHIP | NOTRE DAME CENTER
FOR RESEARCH COMPUTING
NOTRE DAME, IN | SEP 2014 – AUG 2015**

- Produced finished videos by recording and editing CRC events
- Wrote press releases and articles to promote CRC accomplishments
- Developed content for social media channels as well as digital signage

**IN-HOUSE MARKETING AND IT | MACY'S
MISHAWAKA, IN | JUNE 2014 – AUG 2014**

- Created, designed, and implemented marketing tools
- Designed advanced Excel spreadsheets for office use
- Organized and maintained the ALOHA database

**MARKETING AND EVENTS INTERN | FEDERATED MEDIA
MISHAWAKA, IN | JUNE 2014 – AUG 2014**

- Developed advertising campaign for a rock radio station
- Led four bus trips (50+ listeners/winners each) to concerts, races, and festivals

EDUCATION

**BACHELOR OF ARTS IN MASS COMMUNICATIONS
CONCENTRATION: PUBLIC RELATIONS
Indiana University South Bend
August 2016 (expected)**

**ASSOCIATE OF SCIENCE
Ivy Tech Community College
May 2014**

Relevant Coursework:

Interpersonal Communication, Business and Professional Communication, Introduction to Public Relations, Persuasive Speaking, Public Relations Planning and Research, Organizational Communication

UNIVERSITY INVOLVEMENT

**TREASURER | TITAN PRO
SEP 2015 – AUG 2016**

**MEMBER | COMMUNICATION STUDIES CLUB
SEP 2013 – AUG 2016**

SKILLS

- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects
- Exceptional listener and communicator who effectively conveys information verbally and in writing
- Proven relationship-builder with unsurpassed interpersonal skills
- Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings

Relevant Coursework:

Courses should only be listed when they are 'relevant' to the position that interests you. They should be courses that incorporate 'specialized' information or experience.

Skills:

Only skills relevant to the position that interests you should be listed. Be prepared to provide examples of how you have used each skill during in an interview.

Functional Résumé

A functional résumé organizes your work experience by job function rather than by date. It emphasizes your abilities, rather than your career history. For instance, a functional résumé could be divided into headings, such as Supervisory Experience, Accounting Experience, Technology Experience and other headings that are related to the job and career.

ISIAH D. SUTTON

1700 Mishawaka Avenue ~ South Bend, Indiana 46615 ~ (574) 520-4425 ~ sbcareer@iusb.edu

EDUCATION

Bachelor of Arts, Communication Studies, Major: Journalism
Indiana University, South Bend, Indiana, August 2015

SUMMARY OF QUALIFICATIONS

- Five years experience in broadcast and print media
- Proven skills in producing television newscasts, radio features and sales presentations; coordinating regional fundraising events and corporate sponsorships
- Extensive media contacts at local level including affiliates, independent stations and large regional newspapers
- Ability to create sales/media pitches that result in generous positive publicity
- Outstanding project management skills and organization

PROFESSIONAL SKILLS & EXPERIENCE

JOURNALISM

- Developed thousands of story ideas and wrote features for local television broadcast
- Wrote daily news under deadline pressure for television
- Created graphics to enhance and support newscast clarity

TELEVISION AND VIDEO PRODUCTION

- Produced hundreds of television newscasts and weekly features
- Developed story ideas, feature topics, and news reports
- Performed live that has allowed for creative flair to be developed and entertain.

EVENT MANAGEMENT

- Scheduled and promoted news anchors for regional fundraising events, benefiting various community needs
- Helped book numerous guests for shows and events
- Solicited and developed promotions for weekly movie review show
- Managed and coached corporate softball team

PRESENTATION

- Delivered comprehensive media campaign presentations to local businesses and corporations, including PowerPoint, written proposals and speeches
- Established sponsorships with numerous companies including 20th Century Fox, Buena Vista Studios, and the College Football Hall of Fame

RELEVANT WORK EXPERIENCE

Associate Producer, Entertainment Reporter, TVMC/Studio Operator
WSBT-TV (CBS), South Bend, Indiana, 2010-2015

MEMBERSHIPS

Associate Member, National Association of Broadcasters, 2010-Present
Treasurer, Student Communications Club, Indiana University South Bend, 2013-2015

SCHOLARSHIP AWARDS

IU Alumni Association Scholarship, Indiana University South Bend, South Bend, Indiana, 2013-2014
21st Century Scholarship, Indiana University South Bend, South Bend, Indiana, 2012-2013
IAPD Scholarship, Indiana University South Bend, South Bend, Indiana, 2009-2010

Bullet Points:

Each bullet point should contain relevant, verifiable experiences. Quantifiable accomplishments are most useful.

Combination Résumé

As the name implies a combination résumé format combines the functional and chronological résumé formats. A combination résumé format may be a more desirable variant of a functional résumé. Here the functional aspects of your career are highlighted within a chronological format.



1700 Mishawaka Avenue, South Bend, IN 46615 | Cell: 574-520-4425 | sbcareer@iusb.edu

SUMMARY OF QUALIFICATIONS

- Six months of basic bookkeeping
- Over three years combined of customer service
- Possess the initiative to work independently as well as part of a team
- Strengths: Communication, Honesty, Integrity, Organization, Creativity, Detail-oriented
- Computer Skills: MS Office (Excel, Outlook, PowerPoint, Word), Peachtree, SPSS, Prosystem

EDUCATION

Bachelor of Science in Business with Concentrations: Accounting and Finance **Dec 2016**
Indiana University South Bend-South Bend, IN

Relevant Coursework:

- Auditing
- Applications in Financial Management
- Introduction to Taxation
- International Business
- Business and Professional Communication
- Intermediate Finance

ACCOUNTING AND FINANCE EXPERIENCE

Tax Intern **RSM-Elkhart, IN** **Feb 2016-April 2016**

- Verified all relevant information was included
- Complete data entry into computer tax program
- Discovered discrepancies by comparing this year's return to last year's

Accounts Payable Intern **Markley Enterprise, Inc.-Elkhart, IN** **July 2015-Dec 2015**

- Transferred purchase orders between programs and completed check runs
- Received goods against purchase orders
- Matched up invoices and packing slips, key bills, and performed daily price audits to guarantee correct information

Vice President **Finance Student Association** **May 2014-May 2015**

Treasurer **Finance Student Association** **May 2013-May 2014**

- Balanced finances and secured additional funding for club
- Organized meetings
- Initiated contact with new speakers

ADDITIONAL WORK EXPERIENCE – IU SOUTH BEND

Peer Mentor **Student Services** **June 2015-Present**

- Direct students and guests to answers about campus operations
- Support students during registration phase

Orientation Team Leader **Student Services** **April 2015-Present**

- Follow through with students for additional support
- Lead presentations

ASSOCIATIONS

Member **Accounting Association** **Aug 2015-Present**

Treasurer **Nap Club** **Aug 2014-Present**

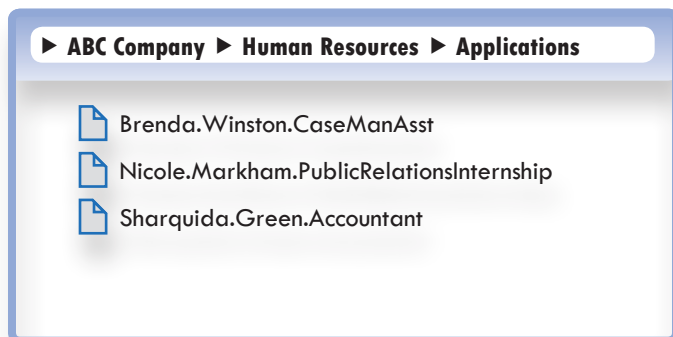
ACHIEVEMENTS

Who's Who Among Students in American Universities & Colleges **April 2016**

Scanned or Uploaded Résumés

Get in the habit of naming your résumés in this manner: `firstname.lastname.jobtitle`. This will ensure the recruiter can identify your résumé by the document title. This can be a great advantage when applying for a highly sought after position.

Many businesses use computers to scan résumés, whether they are submitted on paper or electronically. Computers read résumés differently than people. If you are sending a résumé that may be scanned by a computer, here are a few tips:



- Put your name as the first readable item on the page (one page preferred to two), then list your contact information including your email address
- Substitute a Keyword Summary for your Summary of Qualifications
- Use nouns as your keywords
- As always, do not include personal information, particularly information that could expose you to identity theft; such as birth date, social security number
- Use a non-serif font (e.g., Helvetica or Arial) and 10-14 point size, not decorative type
- Use white (preferred) or light-colored paper, printed on one side
- Avoid italics, underlining, shading, graphics, and horizontal and vertical lines; also avoid staples and folds

Adapted from

North Carolina's Career Resource Network. 'Electronic Résumés.'
Career Choices in North Carolina 2009–2010: 39

MAKE THE MOST OF YOUR REFERENCES

After hours and hours of searching for positions, focusing your résumé, and scoring an interview, you are still not done. Potential employers often want an outside opinion on your work habits, skills, and qualifications. In your last stretch of the application process, be sure your references do not shut the door on your chances for employment.

1. Choose the Best 3-6 References

Select people who can speak about the skills that are relevant to the job. Good choices may include: former or current supervisors, co-workers, customers, vendors, colleagues, coaches, mentors, and professors. Less impressive references may be an adviser, or other more personal contacts. Tailor your reference list for each job, similar to how you tailor your résumé for each position.

NOTE: Reference List

Tailor your reference list for each job. Remember to ask permission before including someone as a reference.

2. Ask for Permission

This is very important! Before including someone as a reference, ask for their permission. This will also give them a heads up that they may soon be contacted. Occasionally, someone will tell you they will not be the best reference. You would rather know this before the employer contacts them. If necessary, remind your references to focus on: how they know you, the time frame of your relationship, and positive qualities they remember about you.

Sending a copy of your résumé may also be helpful. Ask how they prefer to be contacted, and include all contact information they are willing to provide. For example, provide the person's name, title, organization, and two ways to contact them (phone number and email address being the most popular.) Be sure they will be available during the hiring process.

3. Provide a Reference List When Asked

A reference list should be prepared ahead of time, and provided after the employer has asked for references, or toward the end of the interview process. Have your references on a separate sheet of paper, with the same header as your résumé and cover letter. Check for typos as one wrong digit or letter could prevent them from being contacted.

4. Keep References Up-to-Date on Your Job Search

As appropriate; keep your references up-to-date on your job search. They are often excited to hear of your successes, and it is polite to let them know when and from whom they may be contacted.

5. Properly Thank References

Thank your references at the end of your job search. Although a handwritten note is usually best, a personalized email is also an acceptable way to say thank you.

Five tips to help you make the most of your references. University Career Services, Brigham Young University. Retrieved June 2, 2013, from <https://ucs.byu.edu>

NOTE: Résumé Review

Ask those who know you best (i.e., friends and family) to review your résumé and give you an honest opinion about its effectiveness.

The staff at the CSO can also review your résumé and answer any questions you may have about preparing and presenting your résumé.

Make an appointment with CSO
(574) 520-4425 or
sbcareer@iusb.edu

We offer individual appointments to help you with any job search related needs.

ACTION VERBS

The following list, in alphabetical order, includes some great action verbs to make your resume stand out. Begin each of your phrases with an action verb. Keep the tenses consistent: use the past tense of verbs for former positions and experiences and present tense of verbs for current experiences and positions.

| A | | | B | | D |
|--------------|--------------|---------------|-----------|---------------|---------------|
| Abated | Advanced | Approved | Balanced | Canceled | Debated |
| Abbreviated | Advertised | Arbitrated | Banked | Capitalized | Decorated |
| Abolished | Advised | Arranged | Billed | Centered | Decreased |
| Abridged | Advocated | Articulated | Blended | Centralized | Defined |
| Absorbed | Affirmed | Assembled | Bolstered | Certified | Delegated |
| Abstracted | Aided | Assessed | Booked | Challenged | Deleted |
| Accelerated | Alerted | Assigned | Boosted | Championed | Deliberated |
| Accompanied | Alleviated | Assisted | Braced | Changed | Delineated |
| Accomplished | Allocated | Assured | Branded | Channeled | Delivered |
| Achieved | Altered | Attained | Bridged | Charged | Demonstrated |
| Acquired | Amassed | Attracted | Briefed | Charted | Derived |
| Acted | Ameliorated | Augmented | Broadened | Checked | Designed |
| Activated | Analyzed | Authenticated | Budgeted | Circumscribed | Developed |
| Adapted | Anchored | Authored | Built | Circumvented | Devised |
| Added | Answered | Authorized | | Classified | Directed |
| Addressed | Anticipated | Automated | | Completed | Distinguished |
| Adjusted | Applied | Averted | | Cured | Distributed |
| Administered | Appointed | Avoided | | | Doubled |
| Adopted | Appraised | Awarded | | | |
| | Appropriated | | | | |

| | | | | | |
|-------------|----------------|------------|-------------|--------------|------------|
| E | H | M | Q | Shortened | V |
| Earned | Halted | Made | Qualified | Slashed | Vacated |
| Edited | Handled | Maintained | Quantified | Sold | Validated |
| Eliminated | Hastened | Managed | Queried | Sorted | Valued |
| Enabled | Headed | Measured | Quickened | Staffed | Verbalized |
| Established | Heightened | Mended | Quizzed | Stimulated | Verified |
| Evaluated | Helped | Minimized | R | Stocked | Vitalized |
| Examined | Hired | Molded | Raised | Streamlined | Voiced |
| Executed | Honed | Motivated | Rated | Strengthened | W |
| Expanded | Hosted | Multiplied | Rebuilt | Stressed | Waged |
| Explored | I | N | Recruited | Submitted | Widened |
| Extracted | Identified | Narrowed | Reduced | Summarized | Withdrew |
| F | Implemented | Negotiated | Regained | Summed | Withstood |
| Facilitated | Improved | Nurtured | Regulated | Supervised | Won |
| Fashioned | Increased | O | Reinforced | Supported | Wove |
| Fielded | Individualized | Observed | Relieved | Sustained | Wrote |
| Finished | Innovated | Obtained | Removed | T | Y |
| Focused | Instructed | Operated | Renewed | Taught | Yielded |
| Forecast | Introduced | Organized | Renovated | Tested | |
| Formed | Invented | Oriented | Reorganized | Thinned | |
| Formulated | Invested | Outlined | Repaired | Tightened | |
| Fortified | Itemized | Oversaw | Researched | Tracked | |
| Fostered | J | P | Resisted | Transformed | |
| Founded | Joined | Packaged | Resolved | Translated | |
| Fueled | Judged | Performed | Retained | Transported | |
| Funded | Justified | Persuaded | Revised | U | |
| Furthered | L | Planned | S | Undertook | |
| G | Landed | Positioned | Saved | Unified | |
| Gathered | Launched | Presented | Scheduled | United | |
| Generated | Led | Probed | Screened | Updated | |
| Grounded | Liaised | Programmed | Segmented | Upgraded | |
| Guarded | Located | Proposed | Selected | Urged | |
| Guided | Logged | Published | Serviced | Utilized | |
| | Lowered | Purged | Shared | | |

