



CT State Naugatuck Valley Center for Job Placement

Guide To Resumes and Cover Letters

Center for Job Placement

L524 * 203-575-8158 * cjpc@nv.edu * www.nv.edu/cjpc

The mission of the Center for Job Placement (CJPCO) is to create an effective and student-centered space where students can find pro-active, hands-on support to obtain jobs and assistance with college applications, in particular, for graduating students looking to transfer to colleges and universities with need-blind admission policies in the northeast.

- Career Planning
- Resume Writing
- Interview Skills
- Job Search Strategies
- Online Job Board
- On-Campus Recruiting
- Assistance with Need-Blind College Application Process
- Workforce Transition
- Employer Connections

Office Hours:

Waterbury: Monday – Friday 8:30am to 4:30pm

Danbury: Contact the CJPCO office to make an appointment

Stop by our office, call or email for more information or to make an appointment.

College Central Network – www.CollegeCentral.com/ctstate-naugatuckvalley

Online job board, resume builder, career advice and job search articles, podcasts and more.

FOCUS2 Career Planning - Explore the career pathways that might best suit you.
Log into myCtState for access to FOCUS2.

Continuing Notice of Nondiscrimination; CT State Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity or expression, veteran status, criminal record, genetic information or any other federal or state protected class in its employment, programs, and activities. For information regarding the nondiscrimination, disability, and Title IX policies/procedures, contact: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity and Inclusion, CT State Community College, 860-612-7056, jp-cardenas@ct.edu.

Functional Resumes

When to use a functional style resume

A functional resume focuses on your skills and experience, rather than on your chronological work history. You would want to use this design when you are changing careers, have gaps in employment history, or have work history that is not directly related to the job. Rather than simply listing your various jobs and tasks, specific skills and experiences are emphasized in this model to focus on the most relevant aspects of your background as it pertains to the target job. This is different from the type of resume that displays a timeline of reverse chronological work experience with brief explanations of each job.

As a result of using this model, the focus shifts from job titles and the amount of time that has passed to the actual skills the applicant possesses.

Functional resumes are ideal for people new to the workforce, have gaps in their careers, are looking to change career paths, or are applying for a job with very specific requirements and characteristics in mind.

Tips for Writing a Functional Resume

Organize by theme. When writing a functional resume, organize your resume by themes, rather than simply listing your jobs in reverse chronological order. These themes might be skills or qualifications listed in the resume (for example, "Recruiting Experience" and "Customer Service Experience").

Use keywords. Read the job description from the employer carefully. Use the same key words in your resume and cover letter for skills and experience that are used in the description. Not only will this help the employer see that your abilities match the job requirements, but it will also help to get your resume noticed when applying online.

Include employment history. Your employment history is still important. Include your employment details at the bottom of your resume, so that your skills, at the top, will get more focus than your work history.

Functional Resume

Chris Johnson

1151 Main St
Waterbury, CT 06708

(203) 661-2111
pjohnson202@aol.edu

OBJECTIVE: Current CT State Naugatuck Valley student with customer service experience seeks a part-time position

SUMMARY OF QUALIFICATIONS

- 5 years sales & customer service experience
- Self-motivated
- Skilled problem-solver
- Pharmaceutical product awareness
- Excels in fast-paced environment
- Attentive to detail
- Innovative team player
- Energetic and outgoing
- Honest, reliable and productive

EDUCATION

Associates of Science, Business

Anticipated Graduation 2024

CT State Naugatuck Valley, Waterbury, CT

- Related Courses: Intro to Biology, Business Management

RELEVANT SKILLS & EXPERIENCE

SALES & COMMUNICATION

- Utilized pharmaceutical knowledge to provide support to clientele in a busy retail environment Delivered excellent customer service, addressing customers' needs promptly and efficiently
- Settled customer disputes and dealt with customer emergencies in a professional manner, expanding the customer base and winning returning customers
- Promoted to central customer service department after 3 months of exceeding quotas as Sales Associate
- Demonstrated health awareness products to customers, increasing sales of new products and customer satisfaction

LEADERSHIP & TEAMWORK

- Trained new employees and provided support to senior employee when technical changes introduced Worked on a team to evaluate current training practices and deliver improved training to new employees
- Participated in the College debate club, successfully competing in the regional tournament
- Organized campus-wide donation drive for "Kids 4 The Holidays" generating \$1200 and raising student awareness of local poverty and employment issues

EMPLOYMENT HISTORY

- **Customer Service Associate**, Sears Waterbury, CT **2019 - present**
- **Sales Associate**, T.J. Maxx, Waterbury, CT **2018-2019**
- **Sales Associate**, CVS Pharmacy, Waterbury, CT **Summers 2016 - 2018**

VOLUNTEER / EXTRACURRICULAR EXPERIENCE

- Vice President**, Student Government Association, Naugatuck Valley Community College **2020 – 2021**
- Student Reporter**, Naugatuck Valley Community College Tamarack Newspaper **2021**
- Member, Naugatuck Valley Community College Debate Club **2021**

Chronological Resumes

When to use a chronological resume

The chronological resume is one of the most commonly used resume formats, your work experience is listed in chronological order starting with your current or most recent job to your earliest.

Use this format if you have a solid work history and ideal experience for the job to which you are applying, and no major gaps in employment. This type of resume's simple and straight-forward approach divides your information into separate sections, which all should fit onto one page.

Tips for Writing a Chronological Resume

Use keywords. Read the job description from the employer carefully. Use the same key words in your resume and cover letter for skills and experience that are used in the description. Not only will this help the employer see that your abilities match the job requirements, but it will also help to get your resume noticed when applying online.

Education. Education is as important as your work history, however in a chronological resume your education details should be listed after your work history.

Employment history. Do not use a chronological resume if you have gaps in your employment history or have changed jobs frequently. This type of resume will emphasize those issues. Chronological resumes do not work well either if you are changing careers. The lack of relevant jobs will be highlighted rather than skills that are transferrable. Use a functional resume in these situations to highlight skills rather than history.

Chronological Resume

Michelle Stevens

123 Main St., Waterbury, CT

(203) 555-1212, mstevens@nv.edu

PROFILE: Banking professional with multiple years of experience and currently pursuing a degree in Business Management at CT State Naugatuck Valley seeks a position as Assistant Branch Manager at Bank of America.

EDUCATION

Associates of Science in Business Management

CT State Naugatuck Valley, Waterbury, CT

Anticipated Graduation **2025**

RELEVANT WORK EXPERIENCE

Bank Teller, Branch Trainer

2021-Present

Wells Fargo, Waterbury, CT

- Assisted customers with deposits and withdrawals
- Earned branch award for introducing customers to new financial products
- Recognized as outstanding employee of the region.
- Increased new account openings by 10%

Bank Teller

2019-2021

Santander, Waterbury, CT

- Assisted customers with deposits and withdrawals
 - Integrated Financial Systems Theory into practice, intervening with appropriate and meaningful practices to a very diverse range of clients
 - Developed a unique financial awareness program aimed at building positive customer relationships
-

ADDITIONAL EXPERIENCE

Cast Member

2018 – 2019

Chuck E Cheeses, Rocky Hill, CT

- Greeted customers as they came into the restaurant
- Worked the Front-end register / Cashier
- Assisted with the organization of birthday Parties and group events
- Cleaned and organized the restaurant and the games sections

Lifeguard/Instructor Summers

2016 – 2018

Windsor Y.M.C.A., Waterbury, CT

- Performed rescues and basic medical procedures
 - Taught groups of 5-10 children in lifesaving techniques and aquatic skills
-

VOLUNTEER/EXTRACURRICULAR EXPERIENCE

- **Phi Theta Kappa**-Member, CT State Naugatuck Valley **2023-Present**
- **Student Government**-Vice president (SGA), CT State Naugatuck Valley **2023**
- **Volunteer**- St. Mary's Church, Waterbury, CT **2020-Current**

Cover Letters

Why do you need a cover letter?

The cover letter that you send with your resume is your first chance to make a great impression with a potential employer. This is your chance to introduce yourself, highlight the skills and experience that you would bring to the company, and talk of your reasons for wanting to work for this company. A cover letter is your chance to make a sales pitch to get an interview.

Tips for Writing a Cover Letter

Use keywords. Read the job description from the employer carefully. Use the same key words in your cover letter for skills and experience that are used in the description. This will help the employer see that your abilities match the job requirements.

Don't repeat what is on your resume. Instead give specifics of your relevant experiences that match the requirements and show how you can benefit the company.

First impressions. Often your cover letter is the first contact you have with an employer. Be sure it is free of typos and grammatical errors. Be sure that your letter is not a generic template but has been written specifically for the position you are applying for. Make references to the company and to the job to show that you have taken the time to research them, this will show serious interest on your part.

Less is more. Your cover letter should be focused and to the point. Do not go over one page. Do not include personal information, salary requirements (unless requested by employer), or questions about benefits, vacation, sick time, schedule, etc.

Cover Letter

[Date]

Ms. Rhonda West
Customer Service Manager
Acme Inc.
123 Corporate Blvd.
Sometown, CO 50802

Re: Customer Service Representative Opening (Ref. ID: CS300-Denver)

Dear Ms. West:

I was excited to see your opening for a customer service rep, and I hope to be invited for an interview.

My background includes serving as a customer service associate within both call-center and retail environments. Most recently, I worked on the customer service desk for Discount-Mart, where my responsibilities included handling customer merchandise returns, issuing refunds/store credits, flagging damaged merchandise for shipment back to vendors and providing back-up cashiering during busy periods.

Previously, I worked within two high-volume customer-support call centers for a major telecommunications carrier and a satellite television services provider. In these positions, I demonstrated the ability to resolve a variety of issues and complaints (such as billing, disputes, service interruptions or cutoffs, repair technician delays/no-shows and equipment malfunctions). I consistently met my call volume goals, handling an average of 56 to 60 calls per day.

In addition to this experience, I gained considerable customer service skills during my part-time employment as a waitress and restaurant hostess while in high school.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and CRM database applications and a year of college (business major). Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communications and problem-solving skills you are seeking. Feel free to call me at 555-555-5555 (home) or 555-555-5500 (cell) to arrange an interview. Thank you for your time – I look forward to learning more about this opportunity.

Sincerely,

Sue Ling

Enclosure: Resume

The 30 Second Elevator Speech

An elevator speech is a clear, concise message or personal commercial about you. It precisely says who you are, what you are looking for and how you can benefit an organization. It should be brief, about 30 seconds, the time it takes for an elevator ride. The purpose of an elevator speech is to quickly introduce yourself to anyone you might meet, at any time, at any place and get them interested enough to want to learn more. Use it at a career fair or networking event to tell employers who you are and why they would want to hire you.

Your elevator speech needs to be practiced until it flows naturally, like a conversation. You should be relaxed and pleasant while speaking, with a smile and good eye contact. Let your listener know your experience and skills, how you got them and what you would bring to their company. Rehearse your speech out loud with another person or in front of a mirror. Practice enough to be comfortable with what you have to say so you are ready for any chance meeting with a potential employer or networking contact.

An elevator speech should be no longer than 25 to 30 seconds, about 8 to 10 sentences. But be ready go deeper about your background and experience should you be asked for more. Have examples ready to support your speech, more information on your education, and be prepared to tell them more on how you would benefit them and their organization.

Elevator Speech Topics

Write down a sentence or two about the following topics. Then put them all together in a style that flows like a conversation. Make short, strong, to the point sentences.

1. Who you are and what can you bring to their company.

Tell who you are, describe yourself, your background, and your experience. Be enthusiastic about how much you would benefit their organization. Give an example supporting your experiences.

2. Why you are interested in a particular position or about their organization in general.

Talk about a job opening at their company and tell them what you would bring to that position. Tell them something positive that interests you about their organization.

3. How are you qualified.

Tell them how your education and experience would make you the perfect person to fill their opening. Give examples to support this.

Always watch the body language of the person you are speaking to. If they seem interested engage them in the conversation as well. Also be aware of when you have been speaking too long. It is better to leave them wanting more than to sell yourself too hard or go on too long.

Once you have your basic elevator speech down you may want to work on slightly different versions depending on the situations you may find yourself in. If looking to talk to someone from a particular organization learn about that organization to show them you are interested in them too. When attending job fairs research employers you are interested in speaking with before you go to the fair.

While an elevator speech is to “sell” yourself, at the same time you need to answer the employer’s questions of why they should hire you and what is in it for them. Relate your qualifications in terms that would answer those questions.

Qualities and Skills for Resumes

A list of some of the qualities and skills that employers are looking for. (Not including technical/job knowledge skills)

Always read the job description. Use the same terminology in your resume and cover letter.

| | | |
|---|--|----------------------------|
| accurate | energetic | relationship management |
| adaptable | engaging | reliable |
| administrative skills | enthusiastic | resourceful |
| analytical | entrepreneurial | responsible |
| arbitration | ethical | results-oriented |
| articulate | experienced | risk taking |
| attentive to detail | facilitation skills | safety conscious |
| bilingual or multilingual (list languages) | financial skills | sales skills |
| budgeting skills | flexible | self-motivated |
| business development skills | goal oriented | self-sufficient |
| business management skills | high level of energy | service oriented |
| change management skills | influencing skills | strategic thinker |
| caring | initiative | supervisory skills |
| coaching skills | innovative | supportive |
| collaborative | interpersonal skills | teaching / training skills |
| communication skills | judgment skills | team building skills |
| compassionate | leadership skills | teamwork skills |
| computer skills | management skills | thrive under stress |
| conflict resolution skills | mediation skills | time management skills |
| conscientious | MS Office skills | work well under pressure |
| coordination skills | multi-tasking skills | writing skills |
| creative thinker | negotiating skills | versatile |
| critical thinking skills | organized | visionary |
| customer focused | patient | |
| data driven | persistent | |
| decision making skills | persuasive | |
| dedicated | planning skills | |
| delegation skills | proactive | |
| dependable | problem solver | |
| determined | process (or workflow) management skills | |
| diplomatic | public speaking | |
| diversity awareness | punctual | |
| effective listener | quality focused | |
| empathetic | quick learner | |

Action Verbs

It is important to use **strong action verbs to highlight your skills and experience** in your resume and cover letters. Use the list below to vary your choice of verbs so you do not become repetitive.

Communication

| | | | | | |
|--------------|--------------|--------------|-------------|--------------|------------|
| Addressed | Contacted | Enlisted | Interviewed | Observed | Reported |
| Acted | Consulted | Edited | Interpreted | Obtained | Referred |
| Advertised | Conveyed | Explained | Involved | Outlined | Resolved |
| Amplified | Convinced | Expressed | Joined | Participated | Responded |
| Arbitrated | Corresponded | Forged | Lectured | Persuaded | Reviewed |
| Arranged | Counseled | Formulated | Led | Presented | Solicited |
| Articulated | Created | Helped | Listened | Promoted | Specified |
| Authored | Debated | Identified | Marketed | Proposed | Spoke |
| Clarified | Defined | Incorporated | Mediated | Publicized | Suggested |
| Collaborated | Developed | Influenced | Moderated | Published | Summarized |
| Communicated | Directed | Informed | Motivated | Read | Supported |
| Composed | Discussed | Instructed | Negotiated | Reconciled | Translated |
| Condensed | Drafted | Interacted | Networked | Recruited | Wrote |

Creative

| | | | | | |
|----------------|-------------|-------------|--------------|-------------|-------------|
| Acted | Developed | Formulated | Marketed | Published | Solidified |
| Adapted | Devised | Founded | Modeled | Recorded | Solved |
| Combined | Diagramed | Generated | Modernized | Redesigned | Spearheaded |
| Composed | Directed | Illustrated | Modified | Remodeled | Started |
| Conceived | Displayed | Initiated | Originated | Renovated | Stimulated |
| Conceptualized | Drafted | Innovated | Painted | Replaced | Strategized |
| Condensed | Drew | Instituted | Performed | Revamped | Streamlined |
| Conducted | Entertained | Integrated | Photographed | Revised | Transformed |
| Created | Established | Introduced | Pioneered | Revitalized | Validated |
| Customized | Executed | Invented | Planned | Shaped | Visualized |
| Designed | Fashioned | Launched | Played | Sketched | Wrote |

Data / Financial

| | | | | | |
|--------------|------------|------------|------------|-------------|---------------|
| Adjusted | Closed | Financed | Planned | Reduced | Solved |
| Administered | Compiled | Forecasted | Prepared | Refined | Sought |
| Allocated | Compounded | Grossed | Procured | Remedied | Strengthened |
| Analyzed | Computed | Increased | Profited | Researched | Submitted |
| Appraised | Conserved | Managed | Programmed | Reserved | Substantiated |
| Assessed | Converted | Marketed | Projected | Retrieved | Supplemented |
| Audited | Corrected | Maximized | Purchased | Satisfied | Sustained |
| Balanced | Decreased | Measured | Quantified | Scrutinized | Tabulated |
| Bought | Determined | Minimized | Raised | Secured | Tailored |
| Budgeted | Developed | Monitored | Rated | Settled | Totaled |
| Calculated | Earned | Multiplied | Reconciled | Sold | Transferred |
| Capitalized | Estimated | Netted | Recorded | Solicited | Yielded |

Management / Leadership

| | | | | | |
|---------------|--------------|-------------|--------------|-------------|--------------|
| Accounted for | Changed | Developed | Guided | Navigated | Recruited |
| Achieved | Charted | Directed | Handled | Organized | Reorganized |
| Acquired | Commissioned | Eliminated | Headed | Originated | Replaced |
| Administered | Condensed | Emphasized | Hired | Overhauled | Restored |
| Advanced | Considered | Employed | Hosted | Oversaw | Restructured |
| Analyzed | Consolidated | Enforced | Improved | Performed | Reviewed |
| Anticipated | Contracted | Enhanced | Incorporated | Planned | Saved |
| Appointed | Controlled | Established | Increased | Predicted | Scheduled |
| Approved | Converted | Evaluated | Initiated | Presided | Secured |
| Assigned | Coordinated | Executed | Inspected | Prioritized | Selected |
| Attained | Corrected | Expanded | Instituted | Produced | Streamlined |
| Authorized | Decided | Finalized | Led | Proposed | Strengthened |

| | | | | | |
|-------------|------------|------------|------------|-------------|------------|
| Awarded | Decreased | Formulated | Maintained | Qualified | Supervised |
| Centralized | Delegated | Founded | Managed | Recognized | Tailored |
| Certified | Designated | Generated | Merged | Recommended | Terminated |
| Chaired | Determined | Grew | Motivated | Regulated | Updated |

Organizational

| | | | | | |
|--------------|--------------|--------------|-------------|-------------|--------------|
| Accomplished | Classified | Established | Lobbied | Provided | Settled |
| Achieved | Collaborated | Executed | Logged | Recorded | Simplified |
| Acquired | Collected | Expedited | Maintained | Rectified | Specialized |
| Administered | Compiled | Extracted | Monitored | Registered | Standardized |
| Adopted | Completed | Facilitated | Obtained | Reorganized | Streamlined |
| Advanced | Confirmed | Filed | Ordered | Reserved | Submitted |
| Allocated | Consolidated | Formalized | Operated | Responded | Suggested |
| Approved | Coordinated | Generated | Organized | Revamped | Systematized |
| Arranged | Corrected | Identified | Prepared | Revised | Tabulated |
| Catalogued | Corresponded | Implemented | Prioritized | Routed | Tracked |
| Categorized | Designated | Incorporated | Processed | Scheduled | Updated |
| Centralized | Designed | Inspected | Procured | Screened | Validated |
| Charted | Distributed | Integrated | Proved | Secured | Verified |

Problem Solving

| | | | | | |
|----------------|------------|-------------|--------------|-------------|--------------|
| Alleviated | Customized | Extracted | Investigated | Remodeled | Revived |
| Analyzed | Debugged | Finalized | Modified | Repaired | Resolved |
| Augmented | Deciphered | Foresaw | Monitored | Researched | Satisfied |
| Brainstormed | Detected | Formulated | Procured | Restored | Solved |
| Collaborated | Developed | Found | Recommended | Retrieved | Streamlined |
| Conceived | Diagnosed | Generated | Rectified | Revamped | Supplemented |
| Conceptualized | Elevated | Implemented | Reduced | Reviewed | Synthesized |
| Created | Engineered | Improved | Remedied | Revitalized | Theorized |

Research

| | | | | | |
|-------------|----------------|--------------|--------------|-------------|--------------|
| Acquired | Compiled | Dissected | Gathered | Led | Published |
| Analyzed | Computed | Documented | Hypothesized | Linked | Researched |
| Assessed | Conducted | Estimated | Identified | Located | Reviewed |
| Calculated | Conceptualized | Evaluated | Inferred | Measured | Searched |
| Charted | Critiqued | Examined | Innovated | Minimized | Solved |
| Cited | Deciphered | Executed | Inspected | Modified | Studied |
| Clarified | Detected | Experimented | Interpreted | Observed | Summarized |
| Classified | Determined | Explored | Interviewed | Organized | Surveyed |
| Co-authored | Diagnosed | Extracted | Invented | Prioritized | Systematized |
| Collected | Differentiated | Extrapolated | Investigated | Processed | Tested |
| Compared | Discovered | Formulated | Justified | Projected | Validated |

Results Driven/Initiative

| | | | | | |
|--------------|--------------|-------------|------------|--------------|----------------|
| Accelerated | Consolidated | Established | Guaranteed | Modernized | Re-established |
| Accomplished | Constructed | Exceeded | Improved | Obtained | Reduced |
| Achieved | Contributed | Excelled | Initiated | Opened | Rejuvenated |
| Added | Decreased | Expanded | Increased | Orchestrated | Renovated |
| Advanced | Delivered | Expedited | Integrated | Overcame | Restored |
| Attained | Demonstrated | Extended | Introduced | Pioneered | Stabilized |
| Augmented | Diminished | Finalized | Invented | Prevailed | Standardized |
| Boosted | Earned | Fulfilled | Joined | Produced | Targeted |
| Built | Eliminated | Gained | Launched | Qualified | Transformed |
| Combined | Ensured | Generated | Maximized | Realized | Uncovered |
| Completed | Enlisted | Grew | Minimized | Received | Validated |

Teaching / Helping

| | | | | | |
|--------------|--------------|--------------|--------------|---------------|-------------|
| Accommodated | Coached | Directed | Guided | Mentored | Served |
| Accompanied | Collaborated | Eased | Helped | Modified | Set Goals |
| Adapted | Contributed | Educated | Identified | Motivated | Shaped |
| Adjusted | Communicated | Elevated | Implemented | Observed | Simulated |
| Advised | Conducted | Empowered | Incorporated | Organized | Solicited |
| Advocated | Cooperated | Enabled | Influenced | Partnered | Stimulated |
| Aided | Coordinated | Encouraged | Informed | Persuaded | Structured |
| Alleviated | Corrected | Enriched | Initiated | Prepared | Supplied |
| Applied | Counseled | Evaluated | Inspired | Provided | Supported |
| Assessed | Critiqued | Expedited | Instilled | Questioned | Taught |
| Assigned | Cultivated | Explained | Instructed | Referred | Tested |
| Assisted | Defined | Facilitated | Interacted | Rehabilitated | Trained |
| Assured | Demonstrated | Familiarized | Integrated | Reinforced | Translated |
| Bolstered | Designated | Focused | Led | Represented | Tutored |
| Cared | Developed | Fostered | Listened | Resolved | Valued |
| Clarified | Diagnosed | Generated | Persuaded | Rewarded | Volunteered |

Teamwork

| | | | | | |
|--------------|--------------|-------------|------------|--------------|--------------|
| Accommodated | Augmented | Diversified | Harmonized | Motivated | Shared |
| Acknowledged | Balanced | Elevated | Ignited | Negotiated | Stimulated |
| Adapted | Blended | Encouraged | Improvised | Nominated | Supplemented |
| Adjusted | Buoyed | Energized | Instructed | Organized | Supported |
| Aided | Collaborated | Engaged | Involved | Participated | Tailored |
| Altered | Contributed | Enlisted | Joined | Partnered | Teamed |
| Amended | Cooperated | Forged | Melded | Performed | Unified |
| Anchored | Coordinated | Fostered | Mediated | Promoted | United |
| Assisted | Cultivated | Gathered | Merged | Recruited | Volunteered |

Technical

| | | | | | |
|-------------|------------|-------------|------------|---------------|--------------|
| Activated | Customized | Elevated | Inspected | Redesigned | Screened |
| Adapted | Debugged | Engineered | Installed | Re-engineered | Serviced |
| Assembled | Deciphered | Enhanced | Maintained | Regulated | Solved |
| Automated | Delivered | Excelled | Navigated | Rehabilitated | Specialized |
| Built | Designed | Exercised | Operated | Remodeled | Standardized |
| Calculated | Detected | Exhibited | Overhauled | Repaired | Studied |
| Computed | Determined | Fabricated | Pinpointed | Replaced | Supplied |
| Conserved | Developed | Formed | Programmed | Resolved | Trained |
| Constructed | Devised | Implemented | Rebuilt | Restored | Upgraded |
| Converted | Displayed | Improved | Rectified | Retrieved | Utilized |