

| PresentBetter | From BioSketch to Elevator Pitch

Created for

UT Health San Antonio: Graduate School of Biomedical Science

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Appendix 1

Active Verbs that help with the
transition from claim to
demonstration



Claims vs. Demonstration

Administration experience	Supervised 9-man team
Responsible for agenda	Assigned work tasks
Evaluation tasks	Evaluated performances
Design Engineer	Designed major subsystems
A+ Rating	Awarded highest review rating (A+)
Development, distribution, and promotion of software products	Developed, distributed, and promoted software products
Organization and coordination of testing teams	Organize and coordinate testing teams
Custom software development	Develop customized software

Acknowledgements:



McGill CaPS

Career Planning Service
Service de planification de carrière

Resume Writing Guide

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Verbs that demonstrate communication

advertised

circulated

coached

communicated

corresponded

edited

informed

instructed

interviewed

oriented

presented

promoted

publicized

represented

spoke

translated

tutored

wrote



Verbs that demonstrate initiative

attended

contracted

engineered

expedited

founded

increased

instituted

monitored

operated

participated

performed

provided

recruited

reviewed

solicited

staffed

supplied

trained



Verbs that demonstrate leadership

Administered

assigned

authorized

conducted

controlled

directed

enforced

evaluated

executed

hired

led

managed

oversaw

presided

recommended

regulated

sponsored

supervised



Verbs that demonstrate results

accomplished

achieved

answered

benefited

built

completed

earned

generated

improved

made

marketed

predicted

prevented

repaired

sold

solved

tested

upgraded



Verbs that demonstrate teamwork & interpersonal skills

advised

agreed

aided

assisted

consulted

cooperated

counseled

guided

harmonized

mediated

motivated

negotiated

persuaded

provided

reconciled

related

served

collaborated



Verbs that demonstrate creativity

adapted

authored

conceived

created

designed

developed

forecasted

formulated

initiated

invented

investigated

originated

performed

researched

revised

studied

proposed

set up



Verbs that demonstrate organizational skills

arranged

purchased

inventoried

assembled

re-organized

planned

calculated

scheduled

drew up

coordinated

analyzed

recorded

organized

budgeted

reported

prepared

designed

inventoried

