

# Action Verb List

Use action verbs on your resume to begin statements describing your skills, responsibilities and accomplishments.



# Federal Jobs

## Writing a Cover Letter

- A cover letter should always accompany your resume when replying to a direct job/internship announcement
  - A cover letter should demonstrate your fit with an organization
  - Write a new cover letter for each job you apply for
- Lesson: Employers may read your resume before your cover letter; therefore, you should ensure that your cover letter describes how your past experiences are related to the position you are applying for.

<b>Administrative</b>	cooperated	composed	maintained	consolidated	extrapolated
approved	coordinated	conceptualized	managed	consulted	gathered
arranged	corresponded	created	marketed	contracted	identified
cataloged	counseled	customized	prepared	controlled	inspected
classified	debated	designed	projected	coordinated	investigated
collated	defined	developed	tracked	decided	monitored
compiled	directed	directed		delegated	observed
documented	drafted	fashioned	<b>Helping</b>	developed	organized
inspected	edited	founded	advised	directed	proved
monitored	enlisted	generated	aided	established	surveyed
operated	explained	illustrated	arbitrated	evaluated	tested
organized	expressed	imagined	assessed	implemented	
prepared	formulated	improvised	assisted	improved	<b>Teaching</b>
prioritized	helped	innovated	attended	initiated	adapted
purchased	influenced	integrated	carried out	lead	advised
recorded	informed	initiated	clarified	negotiated	clarified
resolved	inspired	invented	coached	organized	coached
restored	interpreted	originated	coordinated	planned	coordinated
retrieved	interviewed	painted	counseled	prioritized	explained
screened	lectured	performed	diagnosed	produced	guided
spearheaded	mediated	problem solved	delivered	recommended	informed
specified	merged	revitalized	demonstrated	reconciled	instructed
systematized	moderated	shaped	educated	reported	trained
tabulated	negotiated	synthesized	empathized	reviewed	
transformed	participated	visualized	facilitated	supervised	<b>Technical</b>
word processed	persuaded		furnished		assembled
	promoted	<b>Financial</b>	mentored	<b>Research</b>	calculated
<b>Communication</b>	recruited	administered	referred	calculated	computed
aided	represented	allocated	related	cataloged	designed
addressed	spoke	analyzed	provided	clarified	engineered
appraised	suggested	appraised	served	collected	installed
arranged	unified	audited		computed	maintained
arbitrated	verbalized	balanced	<b>Management</b>	correlated	operated
authored	wrote	budgeted	achieved	critiqued	overhauled
clarified		calculated	administered	diagnosed	programmed
conferred	<b>Creative</b>	computed	analyzed	discovered	remodeled
consulted	acted	developed	assigned	evaluated	repaired
contributed	abstracted	figured	chaired	examined	solved
convinced	adapted	forecasted		experimented	upgraded

14 Ram's Way  
Fort Collins, CO 80526

October 10, 20XX

Mr./Ms./Dr.(Insert Employer Name)  
Crystal Media Group  
Regional Sales Manager  
409 East Virginia Avenue  
Chesapeake, VA 23322

Dear Mr./Ms./Dr.(Insert Employer Name):

I'm writing in regard to the Account Executive position that was listed with the Colorado State University Career Center. In conducting research on Crystal Media Group, I was impressed by the broad range of information that your publications provide, from historical and economical information to relocation guides. I'm very interested in working for a company that has such an outstanding record of customer service while being in the top 5% in the nation for this field. After reading through the description of the successful candidate, I am positive I possess all of the qualities you are seeking in an Account Executive.

As you can see from my resume, I earned a Bachelor of Arts in Speech Communication from Colorado State University, with my specialty being group presentations. Whether it was reciting historical speeches in front of a class or delivering project updates to a professor in a mock boardroom setting, I always took the initiative on group projects to ensure the assignment was done properly and on time. Such confidence in public speaking led quite naturally to a career in sales. My high sales figures while at Wilson Direct Marketing demonstrate my ability to adapt to various customer needs. I learned a great deal about persuasion, customer service, and multiple sales techniques from this experience.

In addition to my education and work experience, I have many skills that will enable me to be an excellent addition to the sales team at Crystal Media Group. I'm very interested in traveling and relocating to a new city. My independence and self motivation to go out and seek new business are two more qualities that are crucial to the field of sales. You will find that I am a motivated and enthusiastic team player who enjoys the challenges of reaching sales goals.

I'm very interested in meeting you and learning more about this position. I am available for interviewing at your convenience. Please feel free to contact me via e-mail at student@colostate.edu or leave a message at (720) 555-5555 to arrange a meeting time. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,  
(4 spaces)

Your Name (Typed)  
Enclosure

### Heading

Your Address  
Date  
Employer Name & Title  
Employer Address

### Paragraph 1

State the position applying for, how you found the position (referral names are great), and why you would want to work for this company.

### Paragraph 2

Discuss your experiences and skills directly relating to their job description - address the requirements listed.

### Paragraph 3

State your personal attributes (personality) and how they relate to the job.

### Paragraph 4

Restate your interest in the position, request an interview and provide follow-up contact information. Don't forget to thank them for their time.

### Final Note

SIGN your letter, and include "Enclosure or Attachment" if you have other documents for the employer to look at.

**FEDERAL CANDIDATE**  
 1234 Silver Forest Rd. Fort Collins, CO 80525  
 Cell - (970) 555-1235  
 federalcandidate@rams.colostate.edu

**EDUCATION**

**Colorado State University**, Fort Collins, CO May 20XX  
 Bachelor of Science in Natural Resource Management, Minor in Business

**Coursework (Undergraduate):**

Principles of Plant Biology	Natural Resources Sampling	Intergraded Ecosystem Management
Ecology	Introductory Soil Science	Public Relations in Natural Resources
Forest Ecogeography	Forest Biometry	Principles of Watershed Management
Forest Ecology	Principles of Range Management	Geospatial Applications in Natural Resources
Plants and Civilizations	Economics of Forest Environment	

**WORK EXPERIENCE**

**Biological Technician – Plants (GS 404-5/1)**, US Forest Service-Canyon Lakes Ranger District May 20XX - Aug. 20XX  
**Biological Technician – Plants (GS 404-4/1)**, US Forest Service-Canyon Lakes Ranger District May 20XX - Aug. 20XX  
 2150 Centre Ave. Bldg. E Fort Collins, CO 85256 Hrs/Week: 40  
 Starting Salary: \$28,412/Yr. Ending Salary: \$32,980/Yr.  
 Supervisor: Candice Jones, Rangeland Management Specialist, (970) 295-1234 (may contact)

- Surveyed and monitored priority areas of the Arapahoe/Roosevelt National Forests for noxious weeds.
- Recorded location of weeds utilizing GPS/GIS techniques.
- Applied correct treatment for specific plants at the appropriate stage of growth, in accordance with Forest Weed Management Plan.
- Recorded and tracked relevant field data for subsequent database reporting.
- Utilized backpacks sprayers, truck sprayers and UTV with sprayers to apply herbicide.
- Worked with district volunteers groups to hand pull noxious weed.
- Released biological control insects on leafy spurge.
- Led daily/weekly tailgate safety sessions with work crew; participated district safety meetings presentation.
- Operated a US Forest Service 4x4 truck and towed a trailer with UTV and chemical tanks.
- Received a certificate of merit for meeting the 2008 treatment and inventory targets for Canyon Lakes Ranger District Noxious Weed Program and the ability to handle the complexities of the job.

**Natural Resource Ecology and Measurements**, Colorado State University July 16, 20XX - Aug. 10, 20XX  
 Fort Collins, CO 80523 Hrs/Week: 40+  
 Professor: Paul C. Layden, (970) 491-1234

- Participated in a four-week summer field session at CSU's outdoor campus applying field knowledge of fishery biology, forestry, natural resource management, rangeland ecology, wildlife biology, and navigation.
- Estimated water flow, stand density, wood volume and productivity.
- Identified 19 different species of grasses, 31 common forbs, 28 common shrubs, 13 native trees and 70 wild animals.
- Navigated with map, compass and GPS.

**Field Worker (Applicator)**, Colorado Mosquito Control May 20XX - Aug. 20XX  
 318 North Garfield, Third St. Loveland, CO 80537 Hrs/Week: 40+  
 Supervisor: Jamie Shane, Operating Manager, (970) 962-1234 Salary: \$8.75/Hr.

- Checked 80 ponds/flooded areas for mosquito larva on a weekly basis and
- Treated the water according to regulations using BTI or mineral oil.
- Occasionally used ATV to treat mosquito larva on big plots of land.

*Federal Applicant, page 2*

**Ranch Hand**, Slylark Ranch Jan. 20XX - May 20XX, Aug 20XX – March 20XX  
 1491 East County Road 32, Fort Collins, Colorado 80525 Hr/week: 40+  
 Supervisor/Owner: Tyler Schlagel (970) 980-1234 Salary: \$15.00/Hr.  
 Built fences, stacked hay, mowed lawns, and applied herbicide for noxious weeds.  
 Operated tractor, skid steer, and ATV.  
 Fed horses and cleaned stalls; irrigated alfalfa, corn and wheat.

**Crew Worker** June 20XX - Aug. 20XX  
 Native-Scapes of Colorado INC Hr/week: 40  
 1253 N. CR1 Loveland, Colorado 80537 Salary: \$7.50/Hr.  
 Supervisor: Brennon Rinehart, (970) 622-8733  
 Drove truck and trailer with mowing and weed cutting equipment.  
 Mowed lawns and pulled weeds for houses and apartment complexes.

**SKILLS**

**Herbicides Application:**

Roundup	Curtail	24D	Plateau
Weed master	Banvel	Milestone	Tordon

**Noxious Weeds Identification and Treatment:**

Bull Thistle	Bouncingbet	Diffuse Knapweed	Common mullein
Musk Thistle	Orange Hawkweed	Houndstongue	Hoary cress
Canada Thistle	Yellow Toadflax	Dame's rocket	
Scotch Thistle	Dalmation Toadflax	Common teasel	
Leafy Spurge	Spotted Knapweed	Poison hemlock	

**Driving and Equipment Operation:**

ATV (with sprayers, trailers, motorized hopper)	Tractors for Farming (implements used include sprayers, tiller, brush hog, hay baler)
UTV (with sprayers)	Certified training with the US Forest Service for ATV/UTV operation
Chain saw	Certified for Trailer Towing with the US Forest Service
Skid steer (bobcat) (with forks and bucket)	
Front-end Loader (with forks and bucket)	

**General Ranch Knowledge:**

Built fences: Vinyl, Chain link, Smooth wire, Barb wire, any type of wood fence	Distinguish classes of cattle and livestock
Built barns	Flood irrigation systems

**Chemical use for mosquito larva treatment:**

BTI and Mineral oil	Backpack sprayer application
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**COMMUNITY LEADERSHIP**

Eagle Scout with 3 palms

**Federal Job Tips**

A federal resume is usually required when applying for a job with any federal agency (US Department of Agriculture, Environmental Protection Agency, General Services Administration, etc.)  
 A federal resume is typically longer than a traditional resume and averages 2-4 pages for an undergraduate student, 3-7 for a graduate student  
 Be aware that for a federal resume you will include much more information and details about your past experiences than on a traditional resume

**Federal Job Tips**

As part of your application, you may be asked to fill out an additional Occupational Assessment or Questionnaire – your resume should provide concrete support for your answers on that questionnaire  
 Phrasing on your resume should closely match phrasing on the job description and Occupational Assessment  
 Typically, college graduates qualify for GS-5 positions, although those with Superior Academic Achievement (GPA >3.0, Honor Society Membership, etc.) may qualify for GS-7 positions; those with Master's degrees qualify for GS-9 and those with PhD's qualify for GS-11  
 Find more tips for applying for federal jobs and navigating usajobs.gov at [www.makingthedifference.org](http://www.makingthedifference.org)