

FALL 2023 TRADITIONAL MPA ADMISSIONS PACKET

APPLICATION DEADLINES

U.S. – Early*: **DECEMBER 1**
International – Final**: **JANUARY 5**
U.S. – Final: **APRIL 30**

*U.S. applicants with strong credentials are encouraged to submit their applications by the early deadline if they wish to receive an earlier decision notification and to increase their chances for departmental scholarships.

**An international applicant is defined as an individual who is not a U.S. citizen or U.S. permanent resident.

Applications are accepted for the fall semester only. All application materials, including official test scores, must be received by 11:59 p.m. CT on the final deadline. Applications that are completed after the deadline are considered on a space-available basis only. U.S. applications are reviewed on a continuous basis in the order of completion between the early and final deadlines. All international applications are reviewed after the application deadline rather than on a rolling basis.

ADMISSIONS PROCESS OVERVIEW

STEP 1: PREPARE TO APPLY

Complete the [MPA pre-enrollment requirements](#). Obtain copies of your official transcripts and, if applicable, have official test scores sent to UT Austin. Review the [MPA admissions blog](#) for tips on applying. [Send us an email](#) with your application questions or [schedule a consultation](#) with our admissions team.

STEP 2: CREATE YOUR UT EID

You must use a UT EID to log into the [McCombs application portal](#). If you do not already have an EID or if you forgot your EID, you can create or find it [at this link](#). When creating your EID, be sure to include your email address and answer “yes” to the question, “Do you want to apply (or have you already applied) to be a student at the University of Texas at Austin?” so that your EID is set up correctly.

STEP 3: SUBMIT YOUR APPLICATION

The online application opens in August. Submit a completed [online application](#). You will be required to upload copies of your official transcripts, resume and essays in the McCombs application portal.

STEP 4: COMPLETE YOUR APPLICATION

Your application fee invoice will be created 1-2 business days after application submission. Pay the application fee, upload copies of official transcripts and (if applicable)

confirm receipt of official test scores in the [GIAC MyStatus portal](#). Verify the receipt of your recommendation letters and the completion of all checklist items in the [McCombs application portal](#). Texas residents also need to submit [Residency Core Questions](#) to establish residency with UT Austin.

STEP 5: MONITOR

Once your McCombs and GIAC application checklists are complete, [monitor your application](#). Any resume, transcript or test score updates (if any) should be submitted through the [McCombs application portal](#) as soon as possible. An interview generally is not required, and applicants cannot request an interview as part of the MPA admissions process. However, the admissions committee may request an interview on a case-by-case basis.

STEP 6: ADMISSIONS DECISION

Once an admissions decision is released, you will receive an automated email to view your decision in the [GIAC MyStatus portal](#). All decisions are final for the admissions cycle.

STEP 7: COMMIT TO THE MPA PROGRAM

If you are admitted, the MPA program will send you details on the next steps, including how to formally accept your offer of admission and pay your \$950 enrollment deposit.

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APPLICATION CHECKLIST AND INSTRUCTIONS

The Texas McCombs MPA application consists of several components. Please review the following checklist carefully before proceeding with the online application. Additionally, the [Graduate and International Admissions Center \(GIAC\) website](#) includes detailed instructions for both U.S. applicants and international applicants regarding the application fee, transcripts, and test scores.

To ensure prompt and accurate processing of your application, check for each item to be sure it has been received by the application deadline. Incomplete applications cannot be evaluated and may encounter processing delays that could affect the admissions decision. It is the applicant's responsibility to monitor the progress of their application and notify the [MPA admissions committee](#) of any errors or delays in processing. Please do not include your social security number on any correspondence; the EID issued by The University of Texas at Austin will serve as your identification number.

□ ONLINE APPLICATION

Complete and submit the [online application](#). You will submit a fall application even if you do not qualify for the [ACC 381-financial accounting waiver](#) and are required to start in the summer.

□ APPLICATION FEE

Payment of the non-refundable \$125 application fee is required. Your [application fee invoice](#) will be available 1-2 business days after application submission. Accepted forms of payment are Visa, MasterCard, Discover, American Express, a U.S. Electronic Funds Transfer (EFT), or a U.S. eCheck.

□ ESSAYS

Complete both required essays. Essays help us get to know you as an individual and how you would fit with our culture and community. We also use them to assess your communication and/or presentation skills. This is your opportunity to give us more insight into your background, goals, and personality. Upload your written essay in PDF format and include a link to the video in your application.

Essay 1 (Written) (Not more than 500 words)

Explain why you are interested in pursuing the Master in Professional Accounting degree at the McCombs School of Business and how obtaining the MPA degree will assist you in achieving your short- and long-term goals.

Essay 2 (Video) (One minute)

Choose one of the following topics:

Imagine that you are in attendance at MPA orientation. Introduce yourself to your new classmates and faculty members. Highlight your background, talents, hobbies, interests, and/or other factors that make you unique.

Describe the most significant challenge you have faced. What steps did you take to overcome this challenge, and what did you learn from the experience?

Explain what you have learned about yourself from any group work that you have completed during your undergraduate studies.

Optional Statement (Written) (No word limit)

Please provide any additional information you believe is important to your application (e.g., details about any planned prerequisite coursework) or address any areas of concern that you believe will be beneficial to the MPA admissions committee when considering your application (e.g., explanation of academic performance or extenuating personal circumstances).

□ TWO LETTERS OF RECOMMENDATION

You will be asked to provide the names and email addresses of at least two references in the "Letters of Recommendation" section of the application. Texas McCombs MPA accepts recommendation letters from academic and/or professional references. You will be asked to decide whether or not you waive the right to view your letters after they are submitted. Please note that your references will be informed of your decision. When you hit "Continue" on the "Letter of Recommendation" page of the application, your references will be sent an email message with a link to a secure portal where they will be asked to complete an online questionnaire and upload a recommendation letter.* After you submit your application, you can log into the [McCombs application portal](#) to monitor the status of your pending recommendation requests, resend the Recommendation Request email, or add a new recommender. You will receive an automated email once your letter of recommendation is received.

**Tip: Complete this part of your application first. This will launch email notifications to your recommenders and allow them to get started on the form while you're working on the other components of your application. Also, contact your recommenders ASAP to let them know they should receive an email as soon as you save this section of the application. Sometimes these emails end up in a junk folder.*

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□ PROFESSIONAL RESUME

Upload a PDF of your resume in the application.

Need assistance with preparing your resume?

You can follow the MPA Application Resume Guidelines (found in this packet) and use the [MPA Application Resume Template](#) for formatting and constructing your resume. Although the MPA Admissions and Career Management staff are unable to advise individual prospective students regarding resume content or format, we have provided detailed guidelines, a list of action words for resume writing, and the resume template to assist you. If admitted, you will use this format during the MPA recruiting process and receive individualized attention from our MPA career coaches. They will work with you to fine-tune your resume and maximize its effectiveness.

□ COPY OF OFFICIAL TRANSCRIPT(S)

Submit a copy of an official transcript for each college or university attended. Transcripts from junior or community colleges should be submitted if you completed our pre-enrollment requirements or any accounting courses at these institutions. Even if courses taken at one institution are recorded on another college's transcript, transcripts must be submitted from the institution at which the courses were taken. Failure to list all colleges on the application and provide those transcripts will be considered an intentional omission and may lead to the cancellation of your application for admission or withdrawal of your offer of admission. If your transcripts are in a foreign language, they must be translated into English.

You will need to upload a PDF of your transcript(s) twice: once via the McCombs online application and once to [GIAC MyStatus portal](#) after you pay the application fee. The Graduate and International Admissions Center (GIAC) is responsible for verifying the validity of transcripts, degrees and test scores. If the registrar cannot supply you with an official transcript in PDF format, obtain a hard copy and scan it to PDF. UT's website provides detailed [information on submitting transcripts](#) (under the "Submit Transcripts" section) and [instructions for uploading transcripts](#).

Applicants who attended The University of Texas at Austin will not be required to upload a copy of an official UT Austin transcript but rather will be assessed a \$20 transcript fee. Do not order transcripts directly from the university registrar, as doing so will slow processing.

Tip: Put your official transcripts in safekeeping. If you are admitted and intend to enroll, you will send your official transcripts to GIAC.

□ TEST SCORES

GMAT or GRE

Submitting GMAT or GRE test scores is optional. The MPA admissions committee considers all submitted application materials holistically, and previous academic performance, non-academic achievements, essays, and letters of recommendation play an important role in the application review. Applicants who feel that their test scores reflect their potential for success in graduate school can submit scores for consideration. Once an official score report has been received, it becomes a part of a submitted application record and cannot be removed. Scores are valid for five years from the test date.

TOEFL or IELTS

English skills are essential for academic and professional success in the MPA program. All international applicants must submit official TOEFL or IELTS scores.* The MPA program prefers a minimum score of 105 overall and a minimum score of 24 for each individual section (reading, listening, speaking, writing) or minimum IELTS band scores of 7.5 (overall and individual sections). Scores are valid for two years from the test date.

***Exemptions:** International applicants who are from a [qualifying country](#) are exempt from this requirement. Additionally, applicants are exempt from the requirement if they possess a bachelor's degree from a U.S. institution or a [qualifying country](#). The requirement is **not** waived for applicants who have earned a master's—but not a bachelor's—degree from a similar institution. Applicants who are exempt are welcome to submit TOEFL or IELTS scores to demonstrate their English proficiency.

Submitting Test Scores

If applicable, follow these steps to submit test scores:

- 1) Provide your test scores or a future test date in the online application. You can skip past the test score section of the application if you do not need to submit scores.
- 2) Arrange to have an official score report sent directly from the testing agency to The University of Texas at Austin.

Unless exempt from the test score requirement, international applications will not be considered complete or reviewed for a decision until UT Austin receives the official TOEFL or IELTS score report. Send your official scores before the application deadline and [notify the MPA admissions team](#) if your scores are not received on time.

If you report GMAT or GRE test scores or a future test date in the application, the admissions committee will hold on a decision until the official test scores are received. Please [notify the MPA admissions team](#) if your GMAT or GRE test plans change after you submit your

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application. Once an official score report has been received, it becomes a part of a submitted application record and cannot be removed.

If you retake a test, we will consider only the score report with the highest total score. Please [notify the MPA admissions team](#) if you plan to retake an exam.

Tip: Plan ahead! It typically takes at least 3-4 weeks for your official score report to be received and uploaded to your application record.

GMAT WEBSITE – [click here](#)

MPA Program Code: 396-44-94

GRE WEBSITE – [click here](#)

UT Austin Code: 6882 (Any department code)

TOEFL WEBSITE – [click here](#)

UT Austin Code: 6882 (Any department code)

IELTS WEBSITE – [click here](#)

Use the IELTS electronic score delivery service to send your scores to the “University of Texas at Austin” account

TEXAS RESIDENCY QUESTIONNAIRE

Texas residents pay lower in-state tuition rates. If you are a Texas resident, you will be required to submit [Residency Core Questions](#) so that UT Austin can determine your state of residency. You are eligible to complete the questionnaire after submitting your online application. You do not need to wait for an admissions decision first. Contact the Graduate and International Admissions Center at residency@austin.utexas.edu if you have questions regarding Texas residency.

Tip: Complete the questionnaire soon after submitting the admissions application so that your residency record is updated before the MPA program determines scholarship awards.

U.S. PERMANENT RESIDENTS

If you are a U.S. permanent resident, you will be required to upload a copy of the front and back of your permanent resident card in the [GIAC MyStatus portal](#) after you submit your application and pay the application fee. Applicants who applied for U.S. permanent residency but who do not yet have the card in hand must apply as international applicants. Should your card arrive after you apply, you may [notify GIAC](#) to update your status.

QUESTIONS?

Send an [email](#) or [schedule a consultation](#) with the MPA admissions team.

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RESUME GUIDELINES

We recommend but do not require resumes to be submitted using these guidelines. If admitted, you will use this format during the MPA recruiting process.

Format your document according to the [MPA Application Resume Template](#). Since the template is provided in Word format, you can customize it.

Your resume should be only one page in length. This means you should include only the activities and experiences most relevant to the career you plan to pursue. If you would like to document additional experiences, you may attach additional information pages as noted on the template (e.g., a future position you have already secured).

Ensure margins are $\frac{1}{2}$ to $\frac{3}{4}$ inch on all sides. Use Calibri font. Contact information and the resume body should be in 10-12 point font. Your name at the top should be larger than the rest of the text and formatted in bold and ALL CAPS.

Include a full space between sections.

Use tab stops rather than the space bar to align dates with the right margin. Represent dates as follows:

- List the month and year of graduation for degrees obtained or in progress.
- List experiences in reverse chronological order by end date.
- For experiences that occurred only during part of one year (e.g., internships), include the semester and year.
- For experiences you are currently doing, include the starting year and the word "Present" (e.g., 2020 - Present).

- For experiences you started in one year and ended in another, indicate the year to year range (e.g., 2020 - 2021).

Include GPAs for degrees obtained prior to the MPA.

Describe achievements in terms of specific actions and measurable results, quantifying when possible.

Avoid using periods at the end of each bulleted phrase, as they are not in complete sentences.

Spell out numbers one through nine and use numerals for 10 and greater.

Include work eligibility in bold as the final bullet point. Please use the wording option below that describes your work eligibility:

- **Work Eligibility:** Eligible to work in the U.S. with no restrictions
- **Work Eligibility:** Eligible to work in the U.S.; will require visa sponsorship for full-time employment

If neither of the above options applies, or if you have questions about your work eligibility, please use the option below:

- **Work Eligibility:** Unknown

You may include information regarding citizenship and/or work authorization in other countries in addition to the above work eligibility verbiage, but it is not required.

Check facts, spelling, grammar, punctuation, and capitalization. Consider asking a friend, family member or trusted mentor to review your resume before submitting it.

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ACTION WORDS FOR RESUME WRITING

ANALYTICAL

| | | | | | |
|--------------|---------------|-------------|------------|------------|--------------|
| Adjusted | Compared | Distributed | Increased | Purchased | Sold |
| Administered | Computed | Doubled | Invested | Quadrupled | Solicited |
| Allocated | Conciliated | Downsized | Isolated | Qualified | Sorted |
| Analyzed | Conserved | Economized | Maintained | Reasoned | Sourced |
| Appraised | Corrected | Eliminated | Managed | Reconciled | Specified |
| Assessed | Cut | Estimated | Marketed | Reduced | Supplemented |
| Audited | Decreased | Exceeded | Measured | Reported | Systematized |
| Balanced | Detailed | Factored | Netted | Researched | Tabulated |
| Billed | Determined | Financed | Observed | Reshaped | Tested |
| Bought | Developed | Forecasted | Planned | Retailed | Tripled |
| Budgeted | Disbursed | Funded | Prepared | Retrieved | Underwrote |
| Calculated | Dispensed | Gained | Programmed | Saved | Upgraded |
| Checked | Distinguished | Generated | Projected | Secured | Upsized |

COMMUNICATION

| | | | | | |
|----------------|------------------|--------------|--------------|-------------|-------------|
| Abstracted | Contacted | Facilitated | Joined | Planned | Responded |
| Acted | Conveyed | Familiarized | Judged | Presented | Revitalized |
| Addressed | Convinced | Fashioned | Launched | Produced | Scheduled |
| Advertised | Corresponded | Formulated | Lectured | Projected | Screened |
| Arbitrated | Created | Furnished | Led | Promoted | Shaped |
| Arranged | Critiqued | Generated | Listened | Proofread | Sold |
| Articulated | Debated | Helped | Marketed | Proposed | Solicited |
| Assessed | Defined | Imagined | Mediated | Publicized | Specified |
| Authored | Demonstrated | Incorporated | Memorized | Published | Spoke |
| Briefed | Designed | Influenced | Merged | Read | Stimulated |
| Built | Developed | Informed | Moderated | Realized | Suggested |
| Clarified | Directed | Initiated | Modernized | Reasoned | Summarized |
| Collaborated | Discriminated | Innovated | Motivated | Reconciled | Synthesized |
| Communicated | Discussed | Integrated | Negotiated | Recruited | Taught |
| Composed | Dissuaded | Interacted | Observed | Rectified | Trained |
| Conceptualized | Drafted | Interpreted | Obtained | Referred | Transcribed |
| Condensed | Edited | Interviewed | Outlined | Reinforced | Translated |
| Conducted | Elicited Enabled | Introduced | Participated | Remodeled | Visualized |
| Conferred | Enlisted | Invented | Perceived | Reported | Wrote |
| Constructed | Explained | Invited | Performed | Represented | |
| Consulted | Expressed | Involved | Persuaded | Resolved | |

ORGANIZATIONAL

| | | | | | |
|-------------|--------------|--------------|-----------|------------|--------------|
| Approved | Collected | Generated | Operated | Recorded | Screened |
| Arranged | Compiled | Incorporated | Ordered | Registered | Standardized |
| Catalogued | Corrected | Inspected | Organized | Reserved | Submitted |
| Categorized | Corresponded | Logged | Prepared | Responded | Supplied |
| Charted | Distributed | Maintained | Processed | Reviewed | Systematized |
| Classified | Executed | Monitored | Provided | Routed | Updated |
| Coded | Filed | Obtained | Purchased | Scheduled | Validated |

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RESEARCH

| | | | | | |
|--------------|--------------|--------------|--------------|------------|--------------|
| Accumulated | Clarified | Diagnosed | Forecast | Measured | Reviewed |
| Acquired | Collected | Discovered | Formulated | Observed | Riveted |
| Administered | Compared | Documented | Found | Obtained | Screened |
| Amplified | Compiled | Drafted | Gathered | Organized | Searched |
| Analyzed | Composed | Edited | Generated | Perceived | Solved |
| Applied | Concentrated | Evaluated | Identified | Pinpointed | Studied |
| Articulated | Conducted | Examined | Inspected | Planned | Summarized |
| Assessed | Constructed | Exhibited | Integrated | Prepared | Surveyed |
| Audited | Consulted | Experimented | Interpreted | Processed | Synthesized |
| Augmented | Critiqued | Explored | Interviewed | Proofread | Systematized |
| Balanced | Decided | Extracted | Invented | Read | Tested |
| Calculated | Detected | Extrapolated | Investigated | Reported | Verified |
| Charted | Determined | Focused | Located | Researched | Wrote |

PERSUASION

| | | | | | |
|--------------|--------------|------------|------------|------------|------------|
| Arbitrated | Identified | Judged | Obtained | Realized | Served |
| Catalogued | Implemented | Launched | Ordered | Recruited | Set goals |
| Centralized | Improved | Lectured | Performed | Reduced | Sold |
| Consulted | Increased | Led | Planned | Reported | Solved |
| Dissuaded | Influenced | Liaised | Processed | Researched | Stimulated |
| Documented | Inspired | Maintained | Produced | Resolved | Summarized |
| Educated | Installed | Marketed | Promoted | Restored | Surveyed |
| Established | Integrated | Mediated | Proposed | Reviewed | Translated |
| Expedited | Interpreted | Moderated | Publicized | Routed | |
| Familiarized | Investigated | Negotiated | Purchased | Saved | |

TECHNOLOGICAL

| | | | | | |
|--------------|-------------|-------------|--------------|---------------|--------------|
| Adapted | Configured | Eliminated | Inspected | Pioneered | Revamped |
| Analyzed | Conserved | Engineered | Installed | Prepared | Solved |
| Applied | Constructed | Evaluated | Instituted | Printed | Specialized |
| Assembled | Converted | Excelled | Integrated | Processed | Standardized |
| Automated | Coordinated | Evaluated | Interfaced | Produced | Streamlined |
| Broadened | Created | Excelled | Launched | Programmed | Studied |
| Built | Debugged | Expanded | Lectured | Published | Supplemented |
| Calculated | Designed | Expedited | Maintained | Reconstructed | Surveyed |
| Charted | Detected | Fabricated | Manufactured | Rectified | Systematized |
| Classified | Determined | Facilitated | Marketed | Reduced | Tested |
| Coded | Developed | Forecasted | Mastered | Regulated | Trained |
| Communicated | Devised | Formed | Modified | Remodeled | Upgraded |
| Compiled | Diagnosed | Fortified | Molded | Repaired | Utilized |
| Computed | Drafted | Generated | Operated | Replaced | Validated |
| Conceived | Edited | Improved | Overhauled | Researched | Verified |
| Conducted | Educated | Increased | Packaged | Restored | |

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TRAINING

| | | | | | |
|------------|--------------|--------------|-------------|---------------|----------------|
| Acquainted | Certified | Distributed | Guided | Negotiated | Resolved |
| Adapted | Charted | Educated | Harmonized | Nourished | Responded |
| Adjusted | Clarified | Effected | Helped | Nurtured | Revolutionized |
| Adopted | Coached | Empowered | Implemented | Obligated | Served |
| Advanced | Collaborated | Enabled | Influenced | Originated | Serviced |
| Advised | Communicated | Enacted | Informed | Persuaded | Set goals |
| Advocated | Conducted | Encouraged | Initiated | Presented | Settled |
| Aided | Consulted | Enlarged | Innovated | Prevented | Simplified |
| Answered | Contributed | Enlightened | Installed | Promoted | Spoke |
| Apprised | Cooperated | Ensured | Instilled | Provided | Stabilized |
| Approached | Coordinated | Evaluated | Instituted | Reassured | Stimulated |
| Arbitrated | Counseled | Expanded | Instructed | Reclaimed | Streamlined |
| Arranged | Critiqued | Expedited | Insured | Rectified | Summarized |
| Assessed | Decided | Explained | Integrated | Redeemed | Supplied |
| Assisted | Delegated | Facilitated | Intervened | Reeducated | Supported |
| Attended | Delivered | Familiarized | Invented | Referred | Taught |
| Augmented | Demonstrated | Fomented | Lectured | Reformed | Trained |
| Backed | Designed | Formulated | Led | Rehabilitated | Translated |
| Balanced | Developed | Fostered | Liaised | Related | Treated |
| Boosted | Diagnosed | Furthered | Listened | Rendered | Tutored |
| Briefed | Directed | Generated | Mentored | Repaired | Unified |
| Built | Dispensed | Grouped | Motivated | Represented | Valued |

CREATIVE

| | | | | | |
|----------------|------------|-------------|------------|--------------|-------------|
| Acted | Customized | Entertained | Instituted | Performed | Revitalized |
| Adapted | Designed | Established | Integrated | Photographed | Shaped |
| Combined | Developed | Fashioned | Introduced | Planned | Simplified |
| Composed | Directed | Formulated | Invented | Proposed | Solved |
| Conceived | Discovered | Founded | Made | Redesigned | Suggested |
| Conceptualized | Displayed | Illustrated | Modeled | Remodeled | Transformed |
| Condensed | Drew | Initiated | Modified | Restructured | |
| Created | Enhanced | Innovated | Originated | Revised | |

DETAIL ORIENTED

| | | | | | |
|------------|------------|---------------|-----------|-----------|--------------|
| Approved | Compared | Facilitated | Operated | Purchased | Systematized |
| Arranged | Compiled | Implemented | Organized | Recorded | Tabulated |
| Classified | Dispatched | Inspected | Operated | Responded | Validated |
| Collated | Enforced | Judged | Organized | Retained | |
| Collected | Executed | Met deadlines | Processed | Retrieved | |

RESULTS ORIENTED

| | | | | | |
|--------------|--------------|--------------|---------------|---------------|--------------|
| Accomplished | Closed | Demonstrated | Expedited | Produced | Streamlined |
| Achieved | Collaborated | Discussed | Improved | Recognized as | Strengthened |
| Acted | Completed | Earned | Increased | Reduced | Transformed |
| Advanced | Contributed | Eliminated | Met deadlines | Resolved | |
| Attained | Decreased | Enlarged | Obtained | Restored | |
| Awarded | Delivered | Expanded | Participated | Solidified | |

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LEADERSHIP/MANAGEMENT

| | | | | | |
|--------------|--------------|--------------|--------------|-------------|--------------|
| Achieved | Converted | Examined | Instructed | Originated | Represented |
| Administered | Coordinated | Executed | Integrated | Overhauled | Responded |
| Advised | Counseled | Explained | Inventoried | Oversaw | Restored |
| Analyzed | Cultivated | Formalized | Judged | Performed | Retrieved |
| Applied | Decided | Formed | Launched | Pioneered | Reviewed |
| Appointed | Delegated | Founded | Lectured | Planned | Routed |
| Approved | Designated | Generated | Led | Prepared | Scheduled |
| Archived | Determined | Governed | Listened | Presided | Screened |
| Arranged | Developed | Guided | Lobbied | Prioritized | Secured |
| Assigned | Diagnosed | Handled | Logged | Processed | Selected |
| Attained | Directed | Hired | Maintained | Produced | Served as |
| Authorized | Disproved | Hosted | Managed | Promoted | Served on |
| Catalogued | Disseminated | Implemented | Mentored | Provided | Solved |
| Chaired | Documented | Improved | Merged | Purchased | Spearheaded |
| Classified | Eliminated | Incorporated | Moderated | Recommended | Specified |
| Collated | Emphasized | Increased | Monitored | Recorded | Sponsored |
| Collected | Encouraged | Influenced | Motivated | Recruited | Streamlined |
| Compiled | Enforced | Initiated | Navigated | Redirected | Strengthened |
| Conducted | Enhanced | Inspected | Negotiated | Reevaluated | Supervised |
| Considered | Enlisted | Inspired | Operated | Referred | Taught |
| Consolidated | Ensured | Installed | Orchestrated | Regulated | Terminated |
| Contracted | Established | Instigated | Ordered | Reorganized | Trained |
| Controlled | Evaluated | Instituted | Organized | Replaced | Validate |

CLIENT AND/OR CUSTOMER SERVICES

| | | | | | |
|------------|------------|----------------|--------------|-------------|----------|
| Acquainted | Consulted | Expanded | Oriented | Refashioned | Revised |
| Adapted | Converted | Familiarized | Owned | Regained | Reworked |
| Adjusted | Corrected | Fixed | Personalized | Rehearsed | Salvaged |
| Advanced | Customized | Improved | Prepared | Repaired | Settled |
| Altered | Designed | Individualized | Recouped | Restored | Shaped |
| Amended | Equipped | Modified | Recovered | Retrieved | Tailored |

TEAMWORK

| | | | | | |
|-------------|------------|-------------|--------------|------------|-------------|
| Adopted | Backed | Counseled | Espoused | Reinforced | Upheld |
| Advised | Bolstered | Coordinated | Guided | Served | Validated |
| Advocated | Boosted | Defended | Maintained | Sponsored | Volunteered |
| Aided | Championed | Delivered | Motivated | Supported | |
| Assisted | Comforted | Eased | Participated | Sustained | |
| Attended to | Coached | Encouraged | Partnered | Teamed | |

MANAGEABILITY

| | | |
|--------------|-----------|-------------|
| Admired | Evaluated | Pursued |
| Analyzed | Examined | Regarded |
| Appraised | Followed | Respected |
| Assessed | Gaged | Reviewed |
| Benchmarked | Graphed | Scanned |
| Charted | Grasped | Scrutinized |
| Comprehended | Inspected | Shadowed |
| Considered | Measured | Studied |
| Determined | Obeyed | Surveyed |
| Ensued | Observed | Tested |
| Esteemed | Outlined | Tracked |
| Estimated | Plotted | Valued |

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