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 a person
who is not a U.S. citizen or U.S. permanent
resident.

APPLICATION DEADLINES

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

STEP 1: PREPARE TO APPLY
Complete the MPA pre-enrollment requirements.
Obtain copies of your official transcripts and 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 the first week of
August. Submit a completed online application. You
will be required to upload copies of your transcripts,
resume and essays in the application.

STEP 3: 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 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 4: 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 5: 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 6: 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.

APPLICATION CHECKLIST

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 his/her 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 essays in PDF format and include a link to the video (if you select this option) in the application.

  Essay 1 (Required) (250-500 words)
  “Explain what has led you to pursue to 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 (Required)
  Choose one option from the following:
  1) Write an essay on one of the following topics (250 words):
     “Share how you believe your background, experiences, perspectives and/or talents will help you contribute to the MPA community.”
     “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?”
  OR
  2) Share a video introduction (one minute in length):
     “Imagine that you are at the 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.”

Optional Statement
“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 “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.

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 your test scores, transcripts, and degrees. 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 a 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
In addition to submitting the items listed above, you must have your official test scores sent directly from the testing agency to The University of Texas at Austin. Applications are not considered complete (and will not be evaluated) until UT Austin receives the official score report. It typically takes at least 3-4 weeks for your official score report to be received by the university and uploaded to your application record. 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 or if your score report will arrive after the submission deadline.

**GMAT or GRE**
All applicants must submit official GMAT or GRE scores. Scores are valid for five years from the test date. The MPA program does not have a test preference and does not require a minimum score. Your previous academic performance, letters of recommendation, essays and non-academic achievements also will play an important role in the application review. (Fall 2021 applicants: see our admissions blog for COVID-19 updates.)

*Tip: We recommend taking the GMAT or GRE no later than mid-fall so that you have time to retake the exam, if needed.*

**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.

- **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: (512) 475-7391 or 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.
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., 2018 - Present).

- For experiences you started in one year and ended in another, indicate the year to year range (e.g., 2018 - 2019).

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.
# ACTION WORDS FOR RESUME WRITING

## ANALYTICAL

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted</td>
<td>Compared</td>
<td>Distributed</td>
<td>Increased</td>
<td>Purchased</td>
<td>Sold</td>
<td></td>
</tr>
<tr>
<td>Administered</td>
<td>Computed</td>
<td>Doubled</td>
<td>Invested</td>
<td>Quadrupled</td>
<td>Solicited</td>
<td></td>
</tr>
<tr>
<td>Allocated</td>
<td>Conciliated</td>
<td>Economized</td>
<td>Isolated</td>
<td>Qualified</td>
<td>Sorted</td>
<td></td>
</tr>
<tr>
<td>Analyzed</td>
<td>Conserved</td>
<td>Estimated</td>
<td>Managed</td>
<td>Reasoned</td>
<td>Sourced</td>
<td></td>
</tr>
<tr>
<td>Appraised</td>
<td>Corrected</td>
<td>Exceeded</td>
<td>Measured</td>
<td>Reconciled</td>
<td>Specified</td>
<td></td>
</tr>
<tr>
<td>Assessed</td>
<td>Cut</td>
<td>Factored</td>
<td>Netted</td>
<td>Reduced</td>
<td>Systemized</td>
<td></td>
</tr>
<tr>
<td>Audited</td>
<td>Decreased</td>
<td>Financed</td>
<td>Observed</td>
<td>Reported</td>
<td>Tabulated</td>
<td></td>
</tr>
<tr>
<td>Balanced</td>
<td>Detailed</td>
<td>Forecasted</td>
<td>Planned</td>
<td>Reshaped</td>
<td>Tested</td>
<td></td>
</tr>
<tr>
<td>Billed</td>
<td>Determined</td>
<td>Funded</td>
<td>Prepared</td>
<td>Retrieved</td>
<td>Tripled</td>
<td></td>
</tr>
<tr>
<td>Bought</td>
<td>Developed</td>
<td>Gained</td>
<td>Programmed</td>
<td>Saved</td>
<td>Underwrote</td>
<td></td>
</tr>
<tr>
<td>Budgeted</td>
<td>Dispensed</td>
<td>Generated</td>
<td>Projected</td>
<td>Secured</td>
<td>Upgraded</td>
<td></td>
</tr>
<tr>
<td>Calculated</td>
<td>Distinguished</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checked</td>
<td>Distinguished</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## COMMUNICATION

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

## ORGANIZATIONAL

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Compiled</td>
<td>Inspected</td>
<td>Prepared</td>
<td>Reviewed</td>
<td>Updated</td>
<td></td>
</tr>
<tr>
<td>Arranged</td>
<td>Corrected</td>
<td>Logged</td>
<td>Processed</td>
<td>Route</td>
<td>Validated</td>
<td></td>
</tr>
<tr>
<td>Catalogued</td>
<td>Corresponded</td>
<td>Monitored</td>
<td>Provided</td>
<td>Scheduled</td>
<td>Verified</td>
<td></td>
</tr>
<tr>
<td>Categorized</td>
<td>Distributed</td>
<td>Obtained</td>
<td>Purchased</td>
<td>Screened</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charted</td>
<td>Executed</td>
<td>Operated</td>
<td>Recorded</td>
<td>Standardized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td>Filed</td>
<td>Ordered</td>
<td>Registered</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coded</td>
<td>Generated</td>
<td>Organized</td>
<td>Reserved</td>
<td>Supplied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collected</td>
<td>Incorporated</td>
<td></td>
<td>Responded</td>
<td>Systematized</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### RESEARCH

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

### PERSUASION

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

### TECHNOLOGICAL

<table>
<thead>
<tr>
<th>Adapted</th>
<th>Configured</th>
<th>Eliminated</th>
<th>Inspected</th>
<th>Pioneered</th>
<th>Revamped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzed</td>
<td>Conserved</td>
<td>Engineered</td>
<td>Installed</td>
<td>Prepared</td>
<td>Solved</td>
</tr>
<tr>
<td>Applied</td>
<td>Constructed</td>
<td>Evaluated</td>
<td>Instituted</td>
<td>Printed</td>
<td>Specialized</td>
</tr>
<tr>
<td>Assembled</td>
<td>Converted</td>
<td>Excell</td>
<td>Integrated</td>
<td>Processed</td>
<td>Streamlined</td>
</tr>
<tr>
<td>Automated</td>
<td>Coordinated</td>
<td>Evaluated</td>
<td>Interfaced</td>
<td>Produced</td>
<td>Studied</td>
</tr>
<tr>
<td>Broadened</td>
<td>Created</td>
<td>Excell</td>
<td>Launched</td>
<td>Programmed</td>
<td>Surveyed</td>
</tr>
<tr>
<td>Built</td>
<td>Debugged</td>
<td>Expanded</td>
<td>Lectured</td>
<td>Published</td>
<td>Supplemented</td>
</tr>
<tr>
<td>Calculated</td>
<td>Designed</td>
<td>Expedited</td>
<td>Maintained</td>
<td>Reconstructed</td>
<td>Surveyed</td>
</tr>
<tr>
<td>Charted</td>
<td>Detected</td>
<td>Fabricated</td>
<td>Manufactured</td>
<td>Rectified</td>
<td>Systematized</td>
</tr>
<tr>
<td>Classified</td>
<td>Determined</td>
<td>Facilitated</td>
<td>Marketed</td>
<td>Reduced</td>
<td>Tested</td>
</tr>
<tr>
<td>Coded</td>
<td>Developed</td>
<td>Forecasted</td>
<td>Mastered</td>
<td>Regulated</td>
<td>Trained</td>
</tr>
<tr>
<td>Communicated</td>
<td>Devised</td>
<td>Formed</td>
<td>Modified</td>
<td>Remodeled</td>
<td>Upgraded</td>
</tr>
<tr>
<td>Compiled</td>
<td>Diagnosed</td>
<td>Fortified</td>
<td>Molded</td>
<td>Repaired</td>
<td>Utilized</td>
</tr>
<tr>
<td>Computed</td>
<td>Drafted</td>
<td>Generated</td>
<td>Operated</td>
<td>Replaced</td>
<td>Validated</td>
</tr>
<tr>
<td>Conceived</td>
<td>Edited</td>
<td>Improved</td>
<td>Overhauled</td>
<td>Researched</td>
<td>Verified</td>
</tr>
<tr>
<td>Conducted</td>
<td>Educated</td>
<td>Increased</td>
<td>Packaged</td>
<td>Restored</td>
<td></td>
</tr>
</tbody>
</table>
TRAINING
Acquainted  Certified  Distributed  Guided  Negotiated  Resolved
Adapted   Charted   Educated  Harmonized  Nourished  Responded
Adjusted   Clarified   Effected  Helped  Obligated  Revolutionized
Adopted   Coached   Empowered  Implemented  Originated  Served
Advanced   Collaborated  Enacted  Influenced  Persuaded  Settled
Advised   Communicated  Encouraged  Initiated  Presented  Simplified
Advocated  Conducted  Enlightened  Innovated  Prevented  Spoke
Aided     Consulted   Ensured  Installed  Promoted  Stabilized
Answered  Contributed  Evaluated  Instilled  Provided  Stimulated
Apprised  Cooperated  Expanded  Instituted  Reconverted  Supported
Approached  Coordinated  Expanded  Insured  Releated  Taught
Arbitrated  Counseled  Expedit ed  Integrated  Renabled  Trained
Arranged   Critiqued  Explained  Intervened  Reengineered  Translated
Assessed   Decided  Feathered  Intervened  Reengineered  Transformed
Assisted   Delegated  Facilitated  Invented  Referred  Unified
Attended  Delivered  Familiarized  Lectured  Reformed  Valued
Augmented  Demonstrated  Fomented  Led  Redeemed  Supplied
Backed    Designed  Formulated  Lied  Redistributed  Systematized
Balanced  Developed  Fostered  Loused  Revised  Tabulated
Boosted   Diagnosed  Furthered  Mentored  Restructured  Validated
Briefed    Directed  Generated  Motivated  Represented
Built     Dispensed  Grouped  Negotiated  Resolved

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  Retrieved
Collected  Executed  Met deadlines  Processed

RESULTS ORIENTED
Accomplished  Closed  Demonstrated  Expedit ed  Produced  Streamlined
Achieved   Closed  Discussed  Improved  Recognized as  Strengthened
Acted     Collaborated  Earned  Increased  Reduced  Transformed
Advanced  Contributed  Eliminated  Met deadlines  Resolved
Attained   Decreased  Expanded  Obtained  Restored
Awarded    Delivered  Participated  Solidified
LEADERSHIP/ MANAGEMENT
Achieved    Converted    Examined    Instructed    Originated    Represented
Administered  Coordinated    Executed    Integrated    Overhauled    Responded
Advised    Counselled    Explained    Inventoried    Performed    Oversaw
Analyzed    Cultivated    Formalized    Judged    pioneered    Retrieved
Applied    Decided    Formed    Launched    Reviewed
Appointed    Delegated    Founded    Led    Rout
Approved    Designated    Generated    Listened    Screened
Archived    Determined    Governed    Lobbied    secured
Arranged    Developed    Guided    Logged    Selected
Assigned    Diagnosed    Handled    Maintained    served
Attained    Directed    Hired    Managed    as
Authorized    Discharged    Hosted    Mentored    Promoted
Catalogued    Disseminated    Implemented    Merger    Provided
Chaired    Documented    Improved    Merged    Purchased
Classified    Eliminated    Incorporated    Moderated    Recommended
Collated    Emphasized    Influenced    Motivated    Recorded
Collected    Encouraged    Initiated    Negotiated    Recruited
Compiled    Enforced    Inspected    Operated    Streamlined
Conducted    Enhanced    Installed    Orchestrate    Strengthened
Considered    Enlisted    Inspired    Refashioned    Supervised
Consolidated    Ensured    Installed    Regained    Taught
Contracted    Established    Instigated    Rehearsal    Terminated
Controlled    Evaluated    Instituted    Revised    Trained

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

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

MCCOMBS.UTEXAS.EDU/MPA