

# EFFECTIVE RESUMES

## FOR FISHERIES & WILDLIFE STUDENTS

### Key Concepts

- Do not limit your resume to 1 page; FW resumes are long because the seasonality of biological work means more jobs per person & more duties per job
- Do not use resume templates; they make it difficult to reorganize information as needed
- Use bulleted, concise phrases which are quicker to read/scan than sentences or paragraphs
- Use standard-sized font (12-point) which is easier to read than 10-point or smaller font
- Use reverse chronology listing most recent jobs or education first
- Be consistent with grammar, word tense and style
- Any work, volunteer or service experience can show valuable skills
- Attention to detail is critical; typos and misspellings are not acceptable
- Group your fish and wildlife work experience together, separate from other work or volunteer experience
- Include key words an employer will sort resumes by. One way to identify key words is to underline all skills listed in the job announcement (e.g. if it uses “census” instead of “survey”, then do the same) or in several job descriptions for the types of jobs you want
- Use numbers to quantify achievements
- List the supervisor and employer with each job description, even if you have them listed as a reference
- Print your name as a header or footer on each page
- Specify your citizenship
- Acknowledge any physical limitations
- Be sure your answering machine message and your email address sound professional
- List email, school and permanent address (you may be contacted in the future)
- Every word should provide information about you
- Omit personal pronouns

## Points to include in your resume

### Highlight Universal Job Skills

- Communication skills (written and verbal) - presentations, trainings, committees, reports, brochures
- Multidisciplinary team experience
- Interpersonal-listens, respectful, tactful, inclusive
- Management- time, budget, people, vision, ability to multi-task, ability to adapt to change
- Leadership/Showing Initiative
- Analytical/Problem Solving Skills/Strategic thinking

### Education

- List only the most recent or most significant; list high school only if its in area where job is located; include community college only if you got a degree
- Identify degree, department and institution (B.S. Fisheries and Wildlife Science, Oregon State University)
- Include your area of specialization or minor
- Consider including graduation date if Senior or class status if Freshman, Sophomore or Junior
- Show GPA only if it's a selling point (3.5 or better)

### Experience – this is the most important and longest part of your resume

- Put your job title in **bold** type so its easy to see quickly
- Create a descriptive job title (Stream Surveyor) instead of generic title (Biological Aide)
- Identify employer (Siuslaw National Forest), site (Hebo Ranger District) and supervisor (Fred Fisherman)
- Use rounded work dates ('May-Oct. 2010' or 'Spring 2010' instead of 'May 1-Oct. 15, 20010')
- Use active, past tense to describe duties (conducted stream surveys, mist-netted passerines) and be consistent and accurate in tense
- Use achievement verbs (initiated, created, developed, supervised, managed, maintained) (see attached lists)
- Prioritize - put most relevant, important or significant duties or accomplishments at beginning
- Quantify as much as possible ('radio-tracked 20 mule deer weekly over 3 months' instead of 'located deer') ('surveyed 12 miles of stream habitat using AREMPS protocol' instead of 'conducted stream surveys')
- Specify as much as possible ('identified fish species and gender, measured snout-vent length and assessed reproductive condition' instead of 'collected data on fish')
- Show accomplishments as well as duties (surveyed more miles of stream than teams in the previous 5 years, developed new time-saving system to mount cameras, acknowledged by supervisor for accurate data records)
- Demonstrate achievements, knowledge, skills, highlights, and responsibilities related to the position
- Include internships, volunteer positions and group problem solving class as experience if you developed skills
- Indicate physical and outdoor skills if in good shape and experienced (backpacked into montane sites, lived under primitive conditions for extended periods, carried 40-pound equipment packs in rugged terrain)
- List experience other than fisheries and wildlife to show transferable skills (mechanic = capable of maintaining field equipment, salesperson=able to interact with a diverse clientele)
- Don't repeat duties or skills that are common to more than one position

### Other

- List leadership positions, honors, scholarships, awards, activities
- Identify skills/certifications not included in work experience (CPR trained, experienced mechanic)
- Indicate personal strengths, especially those that transfer from one situation to another (quick learner, take instruction well, work well independently and in groups, strong communication skills, enthusiastic)

### References

- Always include references (it saves employers the extra step of asking you for them)
- Include at least 3 professional, not personal references, with at least 1 faculty; include more if you have them
- Provide name, position, organization, mail and email address, and phone number for each reference
- Ask permission to use someone as a reference and provide each reference with a copy of your resume

## Barbara Biologist

[bbiologist@ucs.orst.edu](mailto:bbiologist@ucs.orst.edu)

541/999-9999

Campus  
9999 9<sup>th</sup> Street  
Corvallis OR 97330

Permanent  
111 Sweet Street  
Anywhere, OR

### EDUCATION

Oregon State University: **Fisheries and Wildlife Science**

Specialization: **Fisheries Conservation**

Year: **Junior**

Expected graduation: **December 2011**

GPA: **3.5**

University of New Zealand: **International student** (1 year)

### EXPERIENCE

**Endangered Species Research Technician**

**U.S. Geological Survey Biological Research Division, Klamath Falls Field Station**

Collected data on habitat selection by juvenile Upper Klamath Lake suckers

- Navigated large rivers using a 21-foot motorized boat
- Trailered and loaded 21-foot boat
- Operated backpack and boat-mounted electro-fishing equipment
- Placed and retrieved transect nets by boat
- Used driftnets to collect larvae entrained in seasonal floodplains
- PIT-tagged endangered species using federal protocol
- Responsible for weekly boat maintenance including lower unit oil change and electro-fish generator oil change
- Deployed, retrieved and maintained data sondes using ProComm Plus computer data collection software

**Supervisor:** Rhonda Researcher (503) 999-9999

**Biological Technician (Fisheries)**

**June – Oct 2009**

**U.S. Forest Service, Siuslaw National Forest**

Conducted physical and biological assessments of watershed health using national Aquatic Riparian Effectiveness Monitoring Program protocol.

- Sampled abundance and size classes of aquatic amphibians and fish using backpack electro-fishers
- Collected aquatic macroinvertebrate and benthic periphyton samples
- Operated YSI to collect water chemistry data (temperature, pH, conductivity, and dissolved oxygen)
- Sampled terrestrial amphibians using time-constrained surveys
- Mapped cross-sectional and longitudinal profiles of stream channel using electrical survey equipment
- Measured and recorded channel velocity, substrate dimensions, and wood occurrences
- Navigated to remote predetermined sites using maps, compass and GPS
- Backpacking and lived under primitive conditions for extended periods
- Carried 40-pound equipment packs in rugged terrain

**Supervisor:** Steve Supervisor (541) 999-9999

**Biological Technician (Habitat)**

**June – Oct 2008**

**U.S. Forest Service, Siuslaw National Forest, Mapleton**

Restored streams to create fish habitat and improve ecological function

- Removed riparian hardwoods using chainsaw
- Constructed fence to eliminate cattle grazing
- Worked with crew to place and secure large logs in creeks
- Collected and identified fish in smolt trap
- Attended training to conduct snorkel surveys

**Supervisor:** Henrietta Habitat (000) 000-0000

can give overview for each job

months and year or seasons and year

June – Oct 2010

show physical fitness at least one place on resume

**Student Worker, Arnold Dining Hall, Oregon State University**

**October 2007 -June 2008**

Assisted with all operations of large student dining facility

*identify transferable skills*

- Trained new student employees
- Responsible for opening and closing a small store including balancing till
- Prepared food using industry standards for food safety
- Promoted to a lead position after 4 months

*show accomplishments*

**Urban Fishing Program Intern**

**March – July 2007**

**Oregon Department of Fish and Wildlife, Salem Headquarters**

Volunteered 10 hours weekly to assist director of Warm Water Fishery Program

*include volunteer work*

- Organized, maintained and purchased equipment, supplies and information for 9 Urban Fishing Clubs
- Presented 15 aquatic education programs to public groups of up to 75 people
- Collected monthly water quality data (dissolved oxygen, temperature, pH) on urban ponds, lakes, streams and reservoirs
- Worked as part of a team with other volunteers

*show group skills*

**Landscaper, Newburg Nursery**

**Summers, 2004-2006**

Assisted family-owned business during summers from 9<sup>th</sup> through 12<sup>th</sup> grades of high school

- Provided customer service
- Propagated plants
- Maintained grounds using hand and power tools, including chainsaws, mowers and tractors
- Represented business at state horticulture shows
- Responsible for developing plant displays

*show communication skills*

*show basic equipment skills*

*use achievement words*

**ACKNOWLEDGEMENTS**

- Recognized by supervisors at Oregon Fish and Wildlife and US Geological Survey for superior initiative and work ethic
- Designed a system using a bilge pump to bring freshwater to collected endangered fish held for measurement thereby reducing stress and mortality

*can be grouped or under each job*

**AFFILIATIONS**

American Fisheries Society, Oregon Chapter

Minorities in Natural Resources Society, Oregon State University Chapter

*show diversity status if you have it*

**INTERESTS**

Hiking, fishing, photography, travel

*show skills that may be valuable to employer (hiking and fishing show outdoor experience, travel shows comfort in new situations, photography may help on project)*

**REFERENCES**

Paul Pedant, Assistant Professor, OSU  
Department of Fisheries and Wildlife Science  
Corvallis OR 97331  
(541) 737-1939  
[Paul.Professor@oregonstate.edu](mailto:Paul.Professor@oregonstate.edu)

Rhonda Researcher, Fisheries Program Leader  
USGS-BRD Klamath Field Station  
9999 Fishery Way  
Klamath Falls OR 97603  
(541) 111-1111  
[Rhonda.Researcher@usgs.gov](mailto:Rhonda.Researcher@usgs.gov)

Steve Supervisor, Fisheries Biologist  
USDA Forest Service, Siuslaw National Forest  
Supervisors Road  
Local Town, Oregon 00000  
[Steve.Supervisor@usfs.gov](mailto:Steve.Supervisor@usfs.gov)

Henrietta Habitat, Restoration Biologist  
USFS, Siuslaw National Forest, Mapleton District  
55 Forest Service Road  
District, Oregon 99999  
(000) 000-0000  
[Habitat@usfs.gov.us](mailto:Habitat@usfs.gov.us)

Tish Talker, Head Advisor  
Department of Fisheries and Wildlife Science  
104 Nash Hall, OSU  
Corvallis OR 97331  
(541) 737-1941  
[Nancy.Allen@oregonstate.edu](mailto:Nancy.Allen@oregonstate.edu)

**EXPERIENCE Wildlife Technician 1**

**Oregon Department of Fish and Wildlife, Summer Lake Wildlife Area**

**Summer 2010  
(full time)**

Responsible for waterfowl banding program and assisted in all aspects of Wildlife Area Management.

- Set and monitored 6-8 waterfowl traps nightly for 10 weeks
- Banded and released over 400 ducks of 9 species
- Surveyed 1000-acres of wetlands by foot and boat to map waterbird nest sites
- Trapped more ducks than in previous years of data collection even though populations were down

*quantify and specify*

**Supervisor:** Marty Manager 222/ 222-2222 [manager@state.org](mailto:manager@state.org)

**Waterfowl Surveyor, Volunteer**

**U.S. Fish and Wildlife Service, Finley Wildlife Refuge**

**Winter 2010  
(part time)**

Assisted with annual mid-winter census of waterfowl in Willamette Valley

- Conducted 65 hours of surveys over 4 weeks
- Independently conducted counts of all waterfowl at 2 reservoirs
- Censused waterfowl at Fern Ridge Reservoir with team of biologists using vehicle transects
- Acknowledged by supervisors for waterfowl identification skills

**Supervisor:** David Duck 555/555-5555 [duckman@lake.net](mailto:duckman@lake.net)

*include  
important  
accomplishment*

**Wildlife Research Assistant, Intern**

**Oregon Department of Fish and Wildlife, Roseburg**

**Summer 2009  
(full time)**

Assisted with wildlife research projects and other daily District duties

- Radio-tracked 18 white-tailed deer (Federal Endangered Species) to determine fawn survival
- Compiled and entered data from bear, cougar and white-tailed deer research projects into Access
- Assisted with trapping and ear-tagging 20 black-tailed deer
- Developed and delivered Power Point presentation to local hunters on white-tailed deer research
- Responded to public requests for information
- Assisted with wildlife damage assessments

**Supervisor:** Donna Deer 888/888-8888 [donna\\_deer@gov.us](mailto:donna_deer@gov.us)

**Wildlife Rehabilitator, Volunteer**

**Cascades Wildlife Rehabilitation Center, Salem**

**Fall, Winter, Spring 2009  
(part time)**

Worked with staff, volunteers and interns to rehabilitate injured and orphaned wildlife

- Provided medical treatment (emergency and routine) to wild birds, mammals and reptiles
- Cleaned, fed and exercised recovering wildlife
- Assisted veterinarian with surgeries on injured wildlife
- Supervised and trained ~30 new volunteers
- Conducted weekly tours of facility
- Communicated daily with public citizens
- Volunteered 10 hours weekly

**Supervisor:** Rhonda Rehabber (111) 111-1111 [rrehab@rehabber.net](mailto:rrehab@rehabber.net)

**EDUCATION Oregon State University B.S. Fisheries and Wildlife Science-Spring 20011**

Specialization **Avian Ecology**

Group Senior Project **Waterfowl Use of Wetlands in Eastern Oregon**

Accomplishment **Earned 75% of educational cost**

**PUBLICATION** Jones, J., C. Cook, H. Hunter and B. Brown. June, 2009. Waterfowl Use of Wetlands in Eastern Oregon. Report to Oregon Fish and Wildlife and The Cattleman's Association. 34pp.

**TALKS** "White-tailed deer survival in Southwestern Oregon", August 2008. Oregon Hunters Asso., Roseburg OR.

**LEADERSHIP** The Wildlife Society, Oregon Chapter, Member 2007-present  
Secretary, Fish and Wildlife Club,  
Wanda Wildlife Academic Scholarship, 2008  
Dean's List – 6 quarters  
Best Undergraduate Poster (2009), Dept. Fisheries and Wildlife

**PERSONAL STRENGTHS** Highly motivated  
Able to work independently with little supervision  
Strong team player  
Physically fit  
Exceptional stamina  
Detail-oriented

*identify strengths to help offset limited experience*

**SPECIAL SKILLS** First Aid and CPR certificate, June 2009  
Whitewater rafting training  
Heavy equipment operator  
Experienced mechanic  
Skilled carpenter

*mechanical, equipment and construction skills are valuable in biological fieldwork*

**CITIZENSHIP** United States

**REFERENCES** **Dr. Wally Waterfowl**  
Avian Ecologist, Fisheries and Wildlife Science, OSU  
541/737-4531 [wally.waterfowl@univ.edu](mailto:wally.waterfowl@univ.edu)

**Marty Manager**  
Manager, Summer Lake Wildlife Area  
222/ 222-2222 [marty.manager@state.or.us](mailto:marty.manager@state.or.us)

**David Duck**  
US Fish and Wildlife Service, Finley Wildlife Refuge  
555/555-5555 [duckd@us.gov](mailto:duckd@us.gov)

**Donna Deer**  
Biologist, Oregon Department of Fish and Wildlife  
999/999-9999 [deerd@odfw.or](mailto:deerd@odfw.or)

# Sam Sophomore

222 2nd Street, Corvallis OR 97330 (541) 22-2222

Sam.Sophomore@onid.orst.edu

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## CITIZENSHIP

United States

## EDUCATION

Fisheries and Wildlife Science: major

Forestry: minor

Oregon State University

Sophomore

## EXPERIENCE

**Volunteer**, ODFW, Salem Oregon, Summer 2010

- Stocked fish into high lakes in Cascades
- Hiked 5-10 miles daily
- Confirmed my dedication to succeed as a fisheries biologist

*show professional motivation*

**Event Security**, Event Staff Inc. Seattle, Washington, December 2009

- Assisted with orderly crowd entry to events
- Searched attendees bags
- Answered questions and provided directions
- Learned to work effectively with diverse clientele

*show communication skills*

**Warehouseman**, Domingo Products, Salem Oregon, Summer 2009

- Operated forklift to unload trucks and stack freight in numbered areas for easy access
- Responsible for assuring freight inventory matched shipping slips
- Learned to maintain accurate inventory records

*highlight transferable skills*

**Laborer**, Oregon Timber Company, Summers 2007-2008

- Assisted in road and culvert construction
- Drove and operated water truck, roller, front-end loader and off-road dump truck
- Removed brush from sides of newly-cut roads using chainsaw and polesaw
- Worked independently without direct supervision
- Learned to operate, maintain and repair a variety of power equipment and tools

*show ability to work independently*

*emphasize equipment skills*

**Sales Associate**, MacDonald's Restaurant, Portland Oregon, part time 2007 - 2008

- Provided consistent customer service
- Operated computerized cash register
- Worked as part of a team in small area
- Learned to work efficiently under intense time pressure

*highlight ability to work on team*

*be creative in identifying strengths*

## STRENGTHS

Work well as a team member

Detail-oriented

Physically fit

Like working with a variety of people

## REFERENCES

Polly Professor, Professor-Fisheries and Wildlife OSU, [professor@oregonstate.edu](mailto:professor@oregonstate.edu)

Frank Fisher, Biologist-ODFW Salem, 541/222-2222, [ffisher@state.or.us](mailto:ffisher@state.or.us)

Don Domingo, Owner-Domingo Products, 505/555-5555, [domingo@hotmail.com](mailto:domingo@hotmail.com)

ACTION/ACHIEVEMENT VERBS FOR YOUR RESUME – adopted from OSU Career Services

ANALYZED	interpreted	acquired	read	collected	persuaded
abstracted	interviewed	advanced	reduced	compiled	promoted
appraised	lectured	allowed	reflected	composed	purchased
assessed	listened	assured	reinforced	coordinated	raised
briefed	narrated	bolstered	related	copied	recommended
clarified	prepared	eliminated	restored	correlated	recruited
classified	presented	encouraged	saved	detailed	stimulated
compared	publicized	expanded	shared	facilitated	
computed	recorded	facilitated	solved	filed	SUPERVISED
correlated	reported	fostered	spoke	gathered	MANAGED
critiqued	responded	guaranteed	stimulated	graphed	administered
debated	spoke	inspired	strengthened	identified	allocated
defined	talked	mastered	substituted	inspected	approved
detected		maximized	supported	located	arranged
determined	CREATED	minimized	sustained	maintained (books)	assigned
diagnosed	DEVELOPED	motivated	taught	mapped	authorized
discriminated	acted	obtained	trained	met (deadlines)	bolstered
dissected	adapted	overcame	validated	methodized	coached
evaluated	authored	promoted		obtained	conducted
examined	bolstered	provided	OPERATED	organized	consulted
identified	built	reduced	REPAIRED	planned	contracted
inspected	charged	restored	MAINTAINED	prepared	controlled
integrated	clarified	stimulated	adjusted	prioritized	coordinated
interpreted	composed	strengthened	adapted	processed	decided
interviewed	conceived	upgraded	bolstered	programmed	delegated
investigated	corrected		clarified	ranked	directed
judged	designed	COUNSELED	corrected	recorded	dispatched
maintained	devised	INSTRUCTED	eliminated	reorganized	distributed
mapped	discovered	LEARNED	executed	reproduced	educated
monitored	drafted	adapted	expedited	retrieved	encouraged
observed	eliminated	advised	facilitated	revamped	enforced
perceived	established	advocated	fixed	reviewed	evaluated
ranked	expanded	aided	implemented	revised	executed
read	expedited	applied	installed	routinized	exercised
reasoned	experimented	assessed	modified	scheduled	expedited
related	facilitated	assisted	ordered	set	facilitated
researched	fashioned	bolstered	prepared	simplified	fired
reviewed	fixed	briefed	prioritized	solved	followed (through)
screened	formulated	cared	produced	streamlined	fostered
scanned	generated	charged	programmed	structured	hired
solved	improved	clarified	promoted	synthesized	implemented
studied	increased	coached	ran	systemized	instructed
summarized	influenced	comforted	reduced	tabulated	led
surveyed	initiated	communicated	serviced	updated	maintained
symbolized	innovated	conducted	set		managed
synthesized	instituted	consulted	sustained	SERVED	met (deadlines)
verified	integrated	coordinated	transported	assisted	monitored
visualized	introduced	demonstrated	upheld	attended	motivated
	invented	educated	utilized	cared	organized
ASSISTED	launched	empathized		catered	oversaw
advised	modified	enabled	NEGOTIATED	delivered	planned
bolstered	originated	encouraged	advised	entertained	prepared
collaborated	perceived	enlightened	advocated	facilitated	prioritized
contributed	performed	established	arbitrated	furnished	promoted
consulted	planned	exercised	bargained	listened	purchased
cooperated	prioritized	explained	expedited	maintained	regulated
enlisted	produced	facilitated	facilitated	prepared	reinforced
facilitated	promoted	fostered	lobbied	procured	responded
fostered	proposed	guided	mediated	provided	retained
helped	recommended	helped	merged	satisfied	reviewed
located	reduced	implemented	motivated	served	scheduled
participated	restored	improved	negotiated	supplied	selected
referred	refined	influenced	persuaded		set
served	revamped	informed	promoted	SOLD	solved
strengthened	set	inspired	reconciled	aided	strengthened
supported	shaped	interpreted	solved	advertised	supervised
sustained	simplified	investigated		auctioned	taught
	solved	lectured	ORGANIZED	bartered	trained
COMMUNICATED	styled	led	accumulated	bolstered	
addressed	streamlined	listened	arranged	enlisted	
advertised	substituted	maintained	assembled	facilitated	
answered	visualized	manipulated	balanced	generated	
briefed		modified	budgeted	helped	
corresponded	IMPROVED	motivated	built	improved	
debated	INCREASED	observed	cataloged	led	
explained	(achievement	perceived	clarified	maintained	
expressed	words)	persuaded	classified	motivated	
facilitated	achieved	promoted	collated	negotiated	

## MORE ACTION/POWER VERBS

A-B accelerated acclimated accompanied accomplished achieved acquired acted activated actuated adapted added addressed adhered adjusted administered admitted adopted advanced advertised advised advocated aided aired affected allocated altered amended amplified analyzed answered anticipated appointed appraised approached approved arbitrated arranged ascertained asked assembled assigned assumed assessed assisted attained attracted audited augmented authored authorized automated awarded avail balanced bargained borrowed bought broadened budgeted built

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J-M joined judged launched lectured led lightened liquidated litigated lobbied localized located maintained managed mapped marketed maximized measured mediated merchandised merged met minimized modeled moderated modernized modified monitored motivated moved multiplied

N-O named narrated negotiated noticed nurtured observed obtained offered offset opened operated operationalized orchestrated ordered organized oriented originated overhauled oversaw

P paid participated passed patterned penalized perceived performed permitted persuaded phased out pinpointed pioneered placed planned polled prepared presented preserved presided prevented priced printed prioritized probed processed procured produced profiled programmed projected promoted promoted prompted proposed proved provided publicized published purchased pursued

Q-R quantified quoted raised ranked rated reacted read received recommended reconciled recorded recovered recruited rectified redesigned reduced referred refined regained regulated rehabilitated reinforced reinstated rejected related remedied remodeled renegotiated reorganized replaced repaired reported represented requested researched resolved responded restored restructured resulted retained retrieved revamped revealed reversed reviewed revised revitalized rewarded routed

S safeguarded salvaged saved scheduled screened secured segmented selected sent separated served serviced settled shaped shortened showed shrank signed simplified sold solved spearheaded specified speculated spoke spread stabilized staffed staged standardized steered stimulated strategized streamlined strengthened stressed structured studied submitted substantiated substituted suggested summarized superseded supervised supplied supported surpassed surveyed synchronized synthesized systematized

T-W tabulated tailored targeted taught terminated tested testified tightened took traced traded trained transacted transferred transformed translated transported traveled treated tripled uncovered undertook unified united updated upgraded used utilized validated valued verified viewed visited weighed welcomed widened witnessed won worked wrote