

## Rewriting long clumsy statements of experience

Rewrite the following descriptions in a brief concise style. Choose "action" words from among the following and invent quantities where appropriate:

*supervised*

*managed*

*researched*

*organised*

*completed*

*executed*

*implemented*

*designed*

*developed*

*launched*

*solved*

*initiated*

### Statements

1. I was put in charge of a direct mail campaign and sent a lot of letters to all the company's customers.
2. Duties included the management of the club's annual budget, which I increased by starting a series of fund-raising activities.
3. I asked the University administration to work with the Union on a plan for allocating the use of rooms in the new Chong Yuet Ming Amenities Centre between all clubs and societies. We agreed on a suitable arrangement.
4. There were not enough qualified members of the Sub-aqua club to train new members. So I looked for good ways of training and suggested one to the committee. I was put in charge of the new training program so that many more members than previously could be trained.
5. When I was in the Computer Society I was a member of a team that developed a plan and received funding from the University to provide on-line and face-to-face computer support for students. We researched the need of the students and developed materials to help them understand more about using their computers.

## **Suggested modifications:**

1. *Supervised direct mail campaign to 3,000 customers.*

*Organized and implemented direct mail campaign to 3,000 customers.*

*Launched direct mail campaign to 3,000 customers.*

2. *Managed club's annual budget, initiating 7 new fund raising activities to raise income by 120%.*
3. *Initiated and completed negotiations with University on plans for use of student facilities.*
4. *Developed and implemented a new and more effective training scheme for Sub-aqua club*
5. *Worked in a Computer Society team to develop and implement a University funded scheme to research student computer needs and develop support materials delivered on-line and in person.*