SAMPLE ACADEMIC PROJECTS

When describing your projects, remember to include the objective, your role, the tasks or activities performed & the outcome or result

SAMPLE 1

If a project was large & you can create multiple bullet statements to describe the work you did, you may want to list the experience similar to a job by giving it a title, listing the class the project was for & year completed:

ACADEMIC PROJECTS:

- Prepared quarterly and annual fiscal statements for mock company revenues in excess of $5000.
- Reviewed balances, adjusted entries and entered data for all clients.
- Calculated depreciation for company’s inventory valued at $1000.

Small Business Accounting, “Managerial Accounting for Decision Making” (2007)
- Created estimates and invoices of T-shirt sales.
- Tracked sales, sales taxes, and customer payments totaling over $5000.
- Created business plan and sales and expense forecasts.

SAMPLE 2

If you have many projects, you may want to create one bullet statement to address each project, presenting a list of bullet statements beneath the title Academic Projects, omitting a project title & class for each:

ACADEMIC PROJECTS
- Served as Quality Assurance expert to create and develop website for client starting online business focused on sale of specialty backpacks. Provided evaluation of website throughout project lifecycle and assisted team members in execution of duties.
- Used Java language including GUI’s (Applets and Windows Applications) to design program to function as ATM machine, allowing users to deposit, withdraw, monitor, review, open, modify and close their accounts.
- Utilized Rational Rose software to design user system requirements similar to system of Enterprise Rent-A-Car, receiving top grade from Manager of Enterprise Rent-A-Car.
- Used software ERWin 3.5.2. and Oracle8i Lite to design database for airline company, allowing employees to access and extract information from database using Structured Query Language.
- Researched cost and benefits for hotel owner seeking to upgrade telecommunications networks in Mexico; Presenting owner with report outlining cost and how and where networks would be installed.

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### Action Verbs

**ANALYZED**
- Abstracted
- Appraised
- Assessed
- Briefed
- Clarified
- Classified
- Compared
- Computed
- Correlated
- Critiqued
- Debated
- Defined
- Detected
- Determined
- Diagnosed
- Discriminated
- Dissected
- Evaluated
- Examined
- Identified
- Inspected
- Integrated
- Interpreted
- Interviewed
- Investigated
- Judged
- Maintained
- Mapped
- Monitored
- Observed
- Perceived
- Ranked
- Read
- Reasoned
- Related
- Researched
- Reviewed
- Screened
- Scanned
- Solved
- Studied
- Summarized
- Surveyed
- Symbolized
- Synthesized
- Verified
- Visualized

**COMMUNICATED**
- Addressed
- Advertised
- Answered
- Briefed
- Corresponded
- Debated
- Explained
-Expressed
- Facilitated
- Interpreted
- Interviewed
- Lectured
- Listened
- Narrated
- Prepared
- Presented
- Publicized
- Recorded
- Responded
- Spoke

**CREATED/DEVELOPED**
- Acted
- Adapted
- Authored
- Built
- Charged
- Clarified
- Composed
- Conceived
- Corrected
- Designed
- Devised
- Discovered
- Drafted
- Eliminated
- Encouraged
- Expanded
- Facilitated
- Formulated
- Generated
- Improved
- Influenced

**COUNSELED/INSTRUCTED/LEARNED**
- Adapted
- Advised
- Advocated
- Aided
- Applied
- Assisted
- Briefed
- Care
- Charged
- Clarified
- Coached
- Comforted
- Conducted
- Consulted
- Coordinated
- Demonstrated
- Educated
- Enabled
- Enlightened
- Established
- Exercised
- Explained
- Fostered
- Guided
- Helped
- Implemented
- Influenced
- Informed
- Inspired
- Interpreted
- Lectured
- Led
- Listened
- Maintained
- Modified
- Motivated
- Observed
- Perceived
- Persuaded
- Promoted
- Read
- Reinforced
- Restored
- Saved
- Shared
- Solved
- Spoke
- Substituted
- Taught
- Validated

**OPERATED/REPAIRED/MAINTAINED**
- Adjusted
- Adapted
- Clarified
- Corrected
- Eliminated
- Executed
- Expedited
- Facilitated
- Fixed
- Implemented
- Installed
- Modified
- Ordered
- Prioritized
- Programmed
- Promoted
- Ran
- Serviced
- Sustained
- Transported
- Upheld
- Utilized

**NEGOTIATED**
- Advised
- Advocated
- Arbitrated
- Bargained
- Expedited
- Mediated
- Merged
- Motivated
- Negotiated
- Persuaded
- Reconciled
- Solved

**ORGANIZED**
- Accumulated
- Arranged
- Assembled
- Balanced
- Built
- Cataloged
- Classified
- Collected
- Compiled
- Composed
- Coordinated
- Copied
- Correlated
- Detailed
- Developed
- Facilitated
- Gathered
- Identified
- Located
- Methodized
- Obtained
- Organized
- Planned
- Prepared
- Prioritized
- Processed
- Programmed
- Ranked
- Recorded
- Revamped
- Revised
- Scheduled
- Solved
- Streamlined
- Structured
- Tabulated
- Updated

**SERVED**
- Assisted
- Attended
- Cared
- Catered
- Delivered
- Facilitated
- Furnished
- Listened
- Maintained
- Prepared

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