

career
development manitoba



A GUIDE TO
**COMPLETING
APPLICATIONS**

YOUR FUTURE YOUR WAY

Manitoba 

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Introduction

About This Guide

This guide will help you to effectively complete an application form. After reviewing this guide you will be able to:

- prepare and collect employer information prior to the application process
- create and use a master application
- complete all sections of an application form

For more information about related topics, please visit: www.manitoba.ca/careerdevelopment.

If you are having difficulty with any part of the guide, another helpful resource is your local Employment Manitoba Centre. To find one near you call: 1-866-332-5077 or go to www.gov.mb.ca/employment/emp_centre_locations.html.

Several symbols are used in this guide to help highlight key points, suggestions, cautions, tips and examples.

 <p>EXAMPLE</p>	<p>indicates an example</p>
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 <p>REMEMBER</p>	<p>outlines items to remember</p>
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 <p>ACTIVITY</p>	<p>introduces an activity to complete</p>
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 <p>AVOID</p>	<p>indicates things to avoid</p>
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Why is an Application Form Necessary?

Many employers use job application forms to ensure they collect the same type of information from all job applicants.

Most applications ask for:

- contact information
- qualifications
- employment history
- education
- other position-related information



REMEMBER

- When completing and submitting an application, remember to:
 - o ask for two copies or photocopy the original
 - o read instructions carefully
 - o print clearly
 - o try not to leave blank spaces
 - o proofread your application
- Ask someone else to read it over for you.
- Check employer websites for their preferred method of job application. Some employers only take applications and resumes online and will not accept phone calls or mailed-in applications.



EXAMPLE

Sarah Jones:

The following pages provide an example of a completed application form for Sarah Jones. Sarah has Grade 12 education and limited paid work experience. She's spent the last 10 years as a mother and homemaker. With Sarah's children in school, she is looking for work as a sales clerk in a retail store, building on her experience from before she had children. The sample is Sarah's application for a position at Amy's Boutique.

Sample Application Form

Amy's Boutique
Application Form

Applicant Information:

Last Name: Jones First Name: Sarah
Email Address: sarah.jones @ email.com

What position are you applying for (please check all that apply):

- District Manager Visual Director
 Store Manager Payroll Administrator
 Assistant Manager Customer Service Representative
 Other (please specify): _____

Contact Information:

Home Phone: (204) 123-4567 Cell Phone: (204) 234-4567
Preferred Call-back Time (please check all that apply):

- Morning (8am-11am) Afternoon (12pm-4pm) Evening (5pm-9pm)

Address:

Apartment Number: _____ Address: 1234 53rd Ave
City: Winnipeg Postal Code: R2W 3S4

Tell Us About Yourself:

Have you worked at an Amy's Boutique location before? Yes No
If so, what location did you work at and when:

Why would you like to work for Amy's Boutique?

It is a highly respected business in the community. I would like to gain more experience in the retail clothing because I am very interested in developing my career in women's fashion.

Are you bondable: Yes No

Additional Skills and Qualifications: Ex: Licences, Skills, Training, Awards, Special Abilities:

Class 5 driver's licence, Volunteer at Sunnysdale Elementary School for the last six years,
First Aid certified, current and clear criminal record check

Availability:

Monday 12:00 noon-9:00 p.m.
Tuesday 1:00 p.m.-8:00 p.m.
Wednesday 9:00 a.m.-3:00 p.m.
Thursday 9:00 a.m.-3:00 p.m.
Friday 9:00 a.m.-3:00 p.m.
Saturday 8:00 a.m.-6:00 p.m.
Sunday N/A

Education Background:

Name and City of School, Degree/Diploma, Graduation Date:

Grant Park High School Winnipeg, Manitoba	High school diploma	June 1998

Previous Work Experience:

Present or Last Position: Volunteer

Employer: Sunnydale Elementary School

Address: 1098 Fraser Way Winnipeg, MB

Supervisor: Parvinder Bains

Phone: (204) 123-4567 From: September 20XX To: present

Responsibilities: Work with students one-on-one to support reading and math activities, assist with fundraising events, prepare for student-teacher interviews, attend field trips and monitor children, coach indoor co-ed soccer for primary grades

Salary: Volunteer work

Reason for Leaving: I continue to do this part-time

May We Contact the Above Supervisor?

Yes No

Previous Position: Sales Representative

Employer: Manitoba Books

Address: 456 Reading Road, Brandon, MB

Supervisor: Andrea Scholtz

Phone: (204) 123-4567 From: January 1998 To: October 2000

Responsibilities: Served 50+ customers daily, helped customers locate specialty items in the store, operated cash register, responsible for \$3,500 in cash per shift, co-ordinated customer satisfaction program with manager

Salary: \$6.75 per hour

Reason for Leaving: Maternity

May We Contact the Above Supervisor?

Yes No

Previous Position: Customer Service Representative

Employer: ABC Pet Store

Address: 123 Mall Avenue Winnipeg, MB

Supervisor: Nelson Perez

Phone: (204) 123-4567 From: July 1997 To: March 1998

Responsibilities: Stocked shelves, provided customer service, operated cash register, responsible for \$500 in cash per shift

Salary: \$6.00 per hour

Reason for Leaving: Moved to Brandon

May We Contact the Above Supervisor?

Yes No

References:

Name, Relationship and Phone Number:

1. Andrea Scholtz, Manitoba Books, Former Manager (204) 123-4567
2. Parvinder Bains, Sunnydale Elementary School, Principal (204) 123-4567
3. Nelson Perez, ABC Pet Store, Former Manager (204) 123-4567

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature: *Sarah Jones* Date: *March 16, 20XX*

² http://thinkexist.com/quotation/the_secret_of_getting_ahead_is_getting_started/216812.html

1

Using a Master Application Form

Filling out job application forms can be tough if you don't have all the information you need. It's a good idea to create a master application form and carry it with you. This way you'll have all the details to complete an application.

Most application forms request very similar types of information. The next section of this guide will help you to identify and record the information that is usually asked for on job application forms. After you complete the activities in this guide, use the **Master Application Form** in Appendix A to organize all of your information or make a copy of Appendix A to fill in as you complete the activities in the guide.

Some of the things that you'll be asked for on an application are:

- basic contact information
- education
- work history
- salary
- references

Basic Contact Information

Application forms request contact information so that employers can contact you if they are interested in your application.

Permanent address or phone number

Be prepared to provide basic information like your address and phone number. If you don't have a permanent address or phone number, make arrangements with someone who will take messages for you and get them to you quickly.

Employers will likely contact you by phone so it's important to ensure that anyone answering the phone can take a complete message and will be polite and professional. Review your answering machine or voice mail message to ensure it's something you don't mind employers hearing. For example, during your job search you may not want to have your young children's cute greeting on the machine or an abrupt, "At the tone, you know what to do!"



EXAMPLE

Sarah Jones:

Sarah's answering machine message used to be one that her kids created. Now that she's looking for work, she's recorded a message that sounds more professional:

Hi, you've reached the Jones' residence. We can't take your call at the moment. Please leave a message and we'll call you back.

Email

Employers may also contact you by email. Be sure to give an email address that is appropriate to use during your job search. Also, check your email often. If you've created a new email address just for your job searches, make sure you continue to check your email even if it's been months since you gave your email address to an employer on an application or resume.



EXAMPLE

Susan York:

Susan York had two email accounts she used with friends and family (sweetsusan@email.com and prettyinpink@email.ca). Now that she's looking for work she created a more professional email account to give to employers (SusanYork@email.com).



REMEMBER

- coach anyone who may answer your phone about how to respond to potential employers
- adjust voice mail, if necessary
- use a professional email account
- check your voice mail and email daily if you've provided them as contact information to potential employers

Education and Work History

Most application forms request information about education, work history and job responsibilities.

Education

List your education and training experiences. Include formal education (ex: high school, General Educational Development (GED), College, University) and informal education (ex: training courses, workshops).



REMEMBER

Being currently enrolled in a program may add value if it's relevant to the position you're applying for. This is helpful if you haven't completed a degree or certificate. In the "years attended" column, indicate when you started the program, "currently enrolled," or the proposed start and end dates.



AVOID

In some cases, it may be best not to include programs that you quit after a very short period of time (ex: anywhere from a couple of days to a couple of months, depending on the length of the full program). Withdrawing from an education program (quitting school) may reflect negatively on you and weaken your application.



EXAMPLE

Darel McDonald:

Darel McDonald left high school at the end of Grade 10. He's worked primarily as a general labourer for various employers. Through his jobs he has specialized training to include in his master application.

Education			
School	Location	Years Attended	Certificate/Degree Completed
Northern Mining Company	Flin Flon	2005	Sinter Machine Operator Training (six weeks)
Manitoba Safety Council	Flin Flon	1998	Forklift Operators Training (one day)
Flin Flon High School	Flin Flon	1985 to 1987	Grade 10



ACTIVITY

Use the following table to list your education. Include high school, trade schools, colleges, universities, or continuing education programs you've enrolled in and/or completed. Also include important work-based training, especially if it resulted in a certificate.

Education			
School	Location	Years Attended	Certificate/Degree Completed

Work History

On your master application form, include every position you can think of, even if you only did the job for a short time. Think of this list as an inventory of jobs to pull specific information from later when applying for different positions. Include unpaid or volunteer work experiences, self-employment and hobbies if they have the potential to be relevant to a job that you may apply for.



EXAMPLE

Jennifer Meyer:

Jennifer, a recent college graduate, is looking for work that will fit her education and skills. Her past work experience was mostly in the service industry. Here's the beginning of her work experience table.

Work Experience			
Position, Location, and Duration	Responsibilities	Qualifications and Accomplishments	Supervisor Name and Contact Information
Server Joe's Restaurant Brandon, Manitoba June 07-May 09	Used Squirrel computer software to input orders; problem-solved; provided customer service; worked under pressure; handled money; worked in a team; performed custodial duties.	"It's Good Business" Responsible Beverage Service Server program	Joe Singh, Owner 204-856-7779

How to Handle Gaps in Work History

Gaps in work history can be more obvious on an application form than on a resume. This is because employers might ask for the number of years and months that you worked for each of your past work experiences. When you complete an application form, you might also find that you don't have the exact experience or education an employer is asking for. Here are a few ways to handle gaps:

- Skill gaps
 - o enrol in a program if you're lacking required experience in something specific (ex: knowledge of Microsoft Excel)
 - o mention that you're a quick learner
 - o list something similar that you have experience with (ex: experience with other Microsoft products such as Word or experience with spreadsheets).
- Employment gaps
 - o include life experiences to help fill in the blanks
- ex: 20XX – 20XX – travelling across Canada
- ex: 20XX – 20XX –independent learning of Microsoft Office



EXAMPLE

Sarah Jones:

Sarah has been off work to raise her family. She included her volunteer experience on the board of the Parent-Teacher Association in the work history section of the application, partially filling her employment gap. She's also used this leadership experience to show management and supervisory skills, supporting her application to become an assistant manager.

Present or Last Position: Volunteer

Employer: Sunnydale Elementary School

Address: 1098 Fraser Way Winnipeg, MB

Supervisor: Parvinder Bains

Phone: (204) 123-4567 From: September 20XX To: present

Responsibilities: Work with students one-on-one to support reading and math activities, Assist with fundraising events, prepare for student-teacher interviews, attend fieldtrips and monitor children, coach indoor co-ed soccer for primary grades

Salary: Volunteer work

Reason for Leaving: I continue to do this part-time

May We Contact the Above Supervisor?

Yes No



ACTIVITY

Use the following table to list all of your work experiences. This will be helpful for your master application form and may also serve as a good reminder as you prepare for job interviews.

Work Experience			
Position, Location, and Duration	Responsibilities	Qualifications and Accomplishments	Supervisor Name and Contact Information

Salary

Many application forms ask for either your expected salary or your salary history. Some applications ask for both. To answer these questions effectively, be honest and do your homework.

Keep an accurate record of your salary history on your master application form. Be aware that employers may check your salary history during reference checks or through their own professional networks. If you've inflated your salary history, this would be false information on your application and could cost you an interview.

Your answer to the "expected salary" question will vary according to the job and organization to which you're applying. To figure out what's reasonable:

- talk to others in similar jobs
- research salary ranges in advertised jobs
- consider your years of experience and relevant education
- consider characteristics of the organization and specific job, such as location, company size and level of responsibility
- provide a salary range
 - the low end of the range is what you think the employer wants to pay
 - the high end is what you'd like to be offered



REMEMBER

Check out Working in Canada for salary information:

- www.workingincanada.gc.ca

You could write "open" or "negotiable" in the space given for expected salary. However, the salary question is usually asked because most people do have expected salaries in mind. It can be a waste of time for both applicants and employers if the expected salary is not in the range that the employer has available for the position.



EXAMPLE

Sarah Jones:

Sarah's application form asked for salary information for each of her previous jobs. Her most recent work experience was volunteer work, so she had no salary during this time. She's filled in the blank by writing "volunteer."

If salary is requested in the work experience section of the application form, and you've included an unpaid intern position, fill in this blank by writing "unpaid intern."

Bondable

On the application form employers often ask if you are bondable. You can answer yes if you do not have a criminal record related to fraud or theft.

References

Many application forms request the names and contact information of references. List all your potential references on your Master Application. Before selecting references for a specific application form:

- identify references who will comment fairly and positively
- ask for permission to use them as a reference
- ask for preferred contact information (ex: email address; office, home, or cell phone number) and the best time to connect
- let them know what types of jobs you're looking for and provide them with a current copy of your resume. This will help them prepare for the kinds of questions the potential employer will likely be asking.

Whenever you give a reference's contact information to a potential employer, inform that reference immediately. Someone who agreed two years ago to serve as your reference may not be able to provide detailed and relevant information to your potential employer if called unexpectedly without any information about your job search activities.



EXAMPLE

Sarah Jones:

In Sarah Jones' case, her two past supervisors are from more than 10 years ago and, even though she has been able to get current contact information for them, it's unlikely that they'll be able to speak in detail about her skills. Sarah needs to have a conversation with them in case a potential employer calls, bringing them up-to-date on her life and experiences. She has also provided a recent contact from her volunteer experience.

Some application forms will ask for your past supervisors' names and contact numbers. If you're wondering about what a supervisor will say about you, ask: "If someone called you to give a reference for me, what would you say?" It is usually possible to reach an agreement about what types of information the supervisor will provide (ex: simply confirming dates of employment without commenting on performance).

To avoid potentially negative or neutral references, be sure to include:

- some strong references on your list
- a colleague who can speak clearly about your strengths and contributions
- another manager

Highlighting My Skills

Most application forms provide space for additional skills you may have that aren't directly related to your education or work experience. This is a great place for you to highlight awards (ex: academic or athletic), recognition in a previous position (ex: top seller, employee of the month), licences or permits and special skills.



REMEMBER

Skills to record in this section of the application form may include: excellent written communication, first aid, flexible schedule, fluency in other languages, leadership, multitasking, proficiency in various computer programs (ex: Microsoft Word, Excel, Outlook), self-motivation, team player and typing speed in words per minute (ex: 45 wpm).

When completing an application form, use words that are positive and show action and responsibility. Effective words include:

- achieved
- conducted
- co-ordinated
- developed
- flexible
- involved
- knowledgeable
- managed
- operated
- organized
- oversaw
- planned
- proficient
- responsible for...

For more action words refer to the **Appendix B: Action Verb List**.



EXAMPLE

Sarah Jones:

When Sarah was completing her application, she used this word list to help describe responsibilities for each of her jobs. Here's how she described what she did at Manitoba Books:

- served 50+ customers daily
- helped customers locate specialty items in the store
- operated cash register
- responsible for \$3500 in cash per shift
- co-ordinated customer satisfaction program with manager



REMEMBER

Use the blank master application form in **Appendix A** to organize all the information you'll need to complete job application forms.

2

Completing Targeted Application Forms

A master application form is a good tool to have in your job search toolkit. It's not a document that you'll use "as is." Every employer that uses application forms will have a slightly different format. The information that you include in each application will need to be changed for each employer. For example, you will want to highlight relevant skills and qualifications for each job you apply for. Make sure you carefully follow the instructions for each application form that you fill out.



EXAMPLE

Sarah Jones:

In Sarah's sample application earlier in this guide, she was applying for work in a women's clothing store so she emphasized her interest in retail fashion. Sarah might also be interested in working in a bank or credit union. For those types of jobs her interest in fashion wouldn't be relevant. Instead, she might want to emphasize a business finance course that she completed in high school or customer service experience from coordinating events at her children's school.

Matching My Information to the Employer's Needs

When you apply for a job, take time to learn about the organization as well as the qualifications and skills included in the job posting. On your application form, include all possible skills and requirements listed in the job posting. Some may fit in the employment history section; others may fit better in the additional skills or comments section. The key is to make it clear to potential employers that you have exactly what they are looking for.



EXAMPLE

Frank Peters:

Frank has a solid work history as a heavy equipment mechanic. Due to injury, Frank can't return to his previous job. He wants work that will use some of his previous skills and knowledge.

Frank carefully integrated the requirements from an HR Trainer job posting into his application form. Here's one example of his approach:

The job posting stated that applicants must have "strong human relations, communication, and training skills."

Frank wrote: "As a coach, mentor, and founding member of a Toastmasters club I have the leadership skills, initiative and energy required to excel in the HR Trainer position."



AVOID

Whenever possible, avoid listing very short-term jobs (ex: a couple of weeks, a few months), unless they were relevant volunteer positions, co-op terms, or internships.

Some applications might ask you to list work history starting from the most recent job. There may be limited space (ex: room for only three to five jobs). However, some employers want information about all your previous work experience, advising you to use extra pages if necessary. In other cases, you might only be asked to give details on work experience in related jobs.



EXAMPLE

Darel McDonald:

Since high school Darel has had many general labourer jobs. He noticed that application forms ask for different information, even for the same type of job. He is applying for general labourer positions at construction sites. One application asked for three relevant jobs in the past five years, so he picked construction jobs from his master application. Another application asked for his three most recent jobs, so he listed those instead.

Optional Information

On some application forms, employers will ask for information that you aren't required to fill in. They might use this information to:

- collect statistics about job applicants
- make hiring decisions if they have an affirmative action or employment equity program

You could be asked to identify your gender and/or whether or not you have Aboriginal status, are a person with a disability, or are a member of a visible minority. Such information is optional; you don't have to respond if you prefer not to. An Employer is asking you this question to determine if you fit into an employment equity group.

Employment equity tries to make the workplace reflective of the Manitoba population, with the goal of giving equity groups access to employment opportunities.

Information You Should Not Include:

There are some things that you should never be asked for on a job application. Never provide your Social Insurance Number or passport number. These are important identification documents that you need to protect carefully. If you are asked for these or similar document numbers, consider investigating to make sure that the job is real and that you are not the victim of a scam. In some cases, the job is real but the employer doesn't have much hiring experience and doesn't know what is not okay to ask. If you do submit an application that asks for this type of information, add a brief note explaining that you will provide your Social Insurance Number after you are hired.

3

Online Application Forms

The Internet is being used more for advertising jobs and accepting applications. It's very important to learn how to apply online for job opportunities.

Online application forms allow you to save time, postage, and paper. However, some can be a bit tricky to complete. Even if you have an electronic copy of your master application form, don't copy and paste information directly from it. If you do this, you might end up with extra code and symbols that you didn't intend to include. Before you submit your application, proofread it carefully.

When completing application forms online, pay attention to:

- all instructions
- time limits, warnings (ex: you only have access to this page once; you don't have the ability to save and come back)
- space limits, which may be measured in characters, words, or lines
- required fields; if you don't have anything relevant to include in a field marked "required" type in "not applicable" so that the system will allow you to proceed to the next section

Before hitting "submit", highlight the content of your online application form; then cut and paste it into a Word document to save on your computer. The slightest Internet interruption as you're submitting your application can result in losing everything you typed. Saving a copy will ensure you have the information you need to type into a new form.



Be careful of scams. No legitimate employer will ask for personal information such as credit card numbers, banking information, or names of other family members.

4

Application Form Tips



REMEMBER

- use your master application as a guide
- read questions and directions carefully
- keep your form neat and presentable
- provide all requested information
- write "N/A" if questions are "not applicable"
- list your most recent work experience first
- proofread
- be honest
- be clear
- sign the declaration after reviewing the application
- complete application even if you attach your resume
- use appropriate e-mail
- use blue or black ink to complete

Summary

This guide has provided tips, examples, and activities to help you effectively complete job application forms. Here are some key points for you to remember.

- create a master application form and carry it with you
- read instructions carefully
- print clearly
- review your answering machine or voice mail message to ensure it's something you don't mind employers hearing
- coach anyone who may answer your phone about how to respond to potential employers
- use an appropriate email address
- fill gaps in work history with volunteer work, training attended...
- respond to salary questions honestly; do your homework
- keep an accurate record of your salary history on your master application form
- identify references who will comment fairly and positively
- inform your references immediately when you give reference contact information to a potential employer
- if possible, include all skills and requirements requested in the job posting

This is one of several guides in a series to support your career planning and job search. For more information, visit www.manitoba.ca/careerdevelopment.

SPECIAL SKILLS AND QUALIFICATIONS

(List job-related licenses, skills, honours, awards, etc.)

EMPLOYMENT HISTORY (Start with present or last position)

Employer: _____ Supervisor Name: _____

Address: _____ Phone: _____

Your Position: _____ Hours per Week: _____

Duties: _____ Salary: _____

Reason for Leaving: _____

Employer: _____ Supervisor Name: _____

Address: _____ Phone: _____

Your Position: _____ Hours per Week: _____

Duties: _____ Salary: _____

Reason for Leaving: _____

Employer: _____ Supervisor Name: _____

Address: _____ Phone: _____

Your Position: _____ Hours per Week: _____

Duties: _____ Salary: _____

Reason for Leaving: _____

* Feel free to make copies of this page as necessary

Appendix B: Action Verb List

Strong skill statements start with an action verb. To create skill statements, choose from this list of action verbs to describe your skills and experience. Be sure to select words that **accurately describe you and the tasks you have performed.**

accepting	accepted adopted received		accomplishing	accomplished achieved advanced attained championed earned	excelled promoted succeeded surpassed won
administering	activated actualized administered applied executed	implemented initiated initialized	advertising	advertised brokered displayed exhibited lobbied marketed	merchandised positioned publicized sold solicited
affecting	impacted affected effected		arranging	arranged assembled built compiled	constructed joined merged
authorizing	approved authorized awarded certified commended elected	nominated recommended recognized referred sponsored	buying	bid bought funded invested leased	ordered procured purchased requisitioned
calculating	accounted audited balanced budgeted calculated computed credited detailed documented estimated inventoried measured	posted reconciled recorded registered reimbursed scanned screened selected tabulated tracked validated verified	cataloguing	catalogued categorized charted coded correlated indexed logged	mapped ranked rated related rendered specialized specified
collecting	collected intercepted reclaimed	recovered retained retrieved	combining	assimilated attached collaborated combined included	incorporated integrated linked networked
communicating	communicated considered dialogued discussed	interacted responded translated	consolidating	concentrated condensed conserved condensed cut deleted derived downsized	economized eliminated extracted reduced released removed saved summarized

consulting	advised advocated affirmed consulted	counseled helped prescribed	delivering	delivered dispatched dispensed dispersed distributed exported	forwarded outsourced routed sent transferred transmitted
describing	elaborated explained defined	described illustrated	designating	appointing assigning delegating	designated issued notified
designing	created conceived conceptualized configured designed developed devised engineered established fabricated formed formulated	founded generated innovated installed invented modeled moulded originated programmed rendered styled visualized	determining	identified detected determined	discovered decided pinpointed
educating	coached cross-trained debriefed demonstrated educated enlightened illustrated informed	instructed lectured mentored proved retrained showed taught trained	enhancing	accelerated adapted adjusted altered augmented automated centralized changed converted corrected energized enhanced exchanged expedited improved modernized modified normalized overhauled perfected progressed realigned rebuilt reconstructed recreated	recycled redesigned reengineered reinforced remodelled renewed reorganized repaired replaced replenished restored restructured retooled returned revamped revised revitalized rewired simplified solved stabilized standardized stimulated streamlined
ensuring	ensured guaranteed insured		evaluating	analyzed appraised ascertained assessed compared critiqued deciphered diagnosed evaluated examined explored	graded impacted inspected investigated proofed proofread researched reviewed studied surveyed tested

finalizing	closed completed finalized finished formalized furnished operated performed	prepared processed produced provided submitted supplied terminated transacted	increasing	expanded diversified enlarged	grew increased syndicated
influencing	encouraged engaged entertained influenced inspired	interested involved motivated persuaded	learning	understood construed familiarized interpreted	learned mastered practiced
managing	acted allocated assumed chaired co-managed conducted controlled directed enforced exercised governed guided handled	headed held led maintained managed manipulated monitored oversaw presided regulated represented supervised sustained	mediating	arbitrated challenged conciliated concurring confronted contracted	mediated negotiated proposed reasoned renegotiated subcontracted
narrating	spoke addressed announced moderated	narrated presented quoted reported	obtaining	accrued accumulated acquired brought	captured obtained recaptured
preventing	circumvented deferred deflected diverted	pre-empted prevented	projecting	anticipated forecast perceived	predicted projected
recruiting	employed hired enlisted interviewed	recruited rehired staffed	resolving	neutralized resolved treated	troubleshoot turned
scheduling	co-ordinated contributed co-operated dealt	facilitated followed participated	serving	accommodated assisted enabled	served supported
sorting	organized grouped planned prioritized	sorted strategized structured	sourcing	found located	sourced traced
transitioning	drove emerged moved navigated placed	pushed relocated returned transitioned	upgrading	strengthened transformed	updated upgraded
utilizing	used exploited utilized		writing	authored composed corresponded drafted	edited published transcribed wrote

Appendix C: Guide Links

External Weblinks

- Free email accounts http://email.about.com/od/freemailreviews/tp/free_email.htm
- For more information about career planning, tips for success in the workplace and other related topics, please visit www.manitoba.ca/careerdevelopment
- Working in Canada www.workingincanada.gc.ca

Links in This Guide

- **Appendix A**
- **Appendix B**

Links to Other Guides

- A Guide to Planning Your Career
- A Guide to Writing Resumes
- A Guide to Writing Cover Letters
- A Guide to Outstanding Interviews
- A Guide to Conducting an Effective Job Search
- A Guide to Building a Career Portfolio
- A Guide to Success in the Workplace
- A Guide to Recognizing Your Prior Learning Career Planning Guide