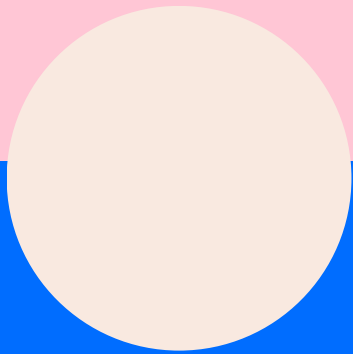


EPISODE 1 - APRIL 2023

10 VERBS TO USE  
IN YOUR TECH RESUME



**PODCAST**  
**WORKBOOK**  
**WORKBOOK**  
**WORKBOOK**

ENGLISH WITH TECH GIRL

# TABBLE OF CONTENTS

## 01

10 verbs with definitions

## 02

Learn from the transcript

## 03

Matching exercise

## 04

Gap filling tasks

## 05

Create your own sentences

# 10 VERBS TO USE IN YOUR TECH RESUME

1. To implement: to put into effect or action; to carry out a plan, decision or system.
2. To perform: to carry out an action or task; to do something in a particular way.
3. To expand: to make larger or more extensive; to increase in size, scope, or range.
4. To conduct: to manage or organize an activity or event; to direct a particular course of action.
5. To develop: to grow or progress in a particular way; to create or improve something over time.
6. To process: to perform a series of actions on something in order to achieve a particular result; to handle or deal with something in a systematic way.
7. To partner: to join with another person or organization in order to work together towards a common goal.
8. To curate: to select, organize, and present content, such as art, music, or information, in a thoughtful and deliberate way.
9. To ensure: to make sure that something happens or is done correctly; to guarantee or secure something.
10. To execute: to carry out a plan or order with precision and effectiveness; to put into action.

EPISODE 1 - APRIL 2023



10 VERBS TO USE  
IN YOUR TECH RESUME

ENGLISH WITH TECH GIRL

# 10 VERBS TO USE IN YOUR TECH RESUME

Now check how to use these verbs in your resume!

1. to **implement** - Implemented new software development practices to improve team efficiency.
2. to **perform** - Performed comprehensive testing of software applications to ensure high-quality delivery.
3. to **expand** - Expanded the company's online presence by developing a new website and social media strategy.
4. to **conduct** - Conducted research to identify new opportunities for business development.
5. to **develop** - Developed a new mobile application to streamline customer communication.
6. to **process** - Processed and analyzed large data sets to identify trends and opportunities.
7. to **partner** - Partnered with other departments to ensure the successful implementation of a new software system.
8. to **curate** - Curated a collection of educational resources to improve employee training and development.
9. to **ensure** - Ensured compliance with industry standards through thorough testing and analysis.
10. to **execute** - Executed a successful product launch, resulting in a 50% increase in sales.

EPISODE 1 - APRIL 2023



10 VERBS TO USE  
IN YOUR TECH RESUME

ENGLISH WITH TECH GIRL

# LEARN FROM THE TRANSCRIPT

EPISODE 1 - APRIL 2023

10 VERBS TO USE  
IN YOUR TECH RESUME

Preview: Hello and welcome to English with Tech Girl, the podcast dedicated to helping you improve your American English skills specifically for the world of technology, [including but not limited to](#) IT and computer science. Whether you're an [industry professional](#), a student, or just someone looking to [brush up](#) on their language skills, well... look no further than English with Tech Girl, the podcast dedicated to American English for Tech. I'm your [host](#), Lidia - a college teacher / [solopreneur](#), and on this podcast, I'll be exploring [the ins and outs](#) of the tech world and providing you with the language skills you need to [succeed](#).

Each episode, I'll [cover](#) a different topic [related to](#) technology, from coding and software development to artificial intelligence and cybersecurity. Along the way, I'll also teach you key vocabulary and phrases specific to the industry, as well as share [tips and tricks](#) for effective communication.

So whether you're a tech [enthusiast](#) or a professional in the field, join me on English with Tech Girl to improve your American English and [take your tech game to the next level](#). So [without further ado](#), let's get started, shall we?

Hi there tech people! You're listening to the very first episode of English with Tech Girl podcast, probably the only podcast in the world dedicated to learning English while talking about technology. Okay, allow me to introduce myself: my name is Lidia. I'm a college teacher / solopreneur and I'll be your host.

I was thinking a LOT trying to decide which topic would be the most [suitable](#) for our first episode. As you know, there is so much to cover since the world of technology is a very [vast](#) subject and there are lots of potential [career paths](#) available, as individuals from diverse [backgrounds](#) seek to [find their footing](#) in the field of IT. [Nevertheless](#), they all share a common [denominator](#)... Everyone, including myself, must prepare a CV, commonly known as a [resume](#). So before you even [dive into](#) your favorite [job board](#) (whether it's Rocketjob, JustjoinIT, No Fluff Jobs or any other), you need to have a [draft](#) of a CV in order to [adjust](#) it [accordingly](#), once you find your potential dream job. So you know, you gotta start with something, the first draft of your resume.

That is why in today's episode, we will be discussing 10 useful verbs that you can [utilize](#) in your CV to make it [stand out](#). These verbs will help [showcase](#) your [skills](#) and [accomplishments](#) in a clear and [concise](#) way. You can find a complete list of these verbs with their Polish [equivalents](#) on my Instagram at English with Tech Girl so don't forget to follow my account right away! Done? Great! Now if you really wanna [wow](#) your IT recruiters, stay tuned and let's get started!

One: to Implement: The first verb we will discuss today is "implement." This verb is used to describe the act of [putting a plan into action](#). It is a great verb to use when describing how you have taken an idea and turned it into a reality.

Let's check our example sentence that you can use in your tech resume.

Example: "Implemented new software development practices to improve team [efficiency](#)."

Two: to Perform: The next verb for today is to "perform." This verb is can be used [with reference to](#) the act of carrying out a task or job. Make sure you use it when describing how you have successfully [completed](#) a project or task.

Example: "Performed [comprehensive](#) testing of software applications to [ensure high-quality delivery](#)."

# LEARN FROM THE TRANSCRIPT

Three: to Expand: The third verb on our list is to "expand." We use it when talking about increasing something in size, [scope](#), or [complexity](#). Using this verb is an effective way to describe the [growth](#) of a project or team.

For example: "Expanded the company's online presence by developing a new website and social media strategy."

Four: to Conduct: The next verb we will discuss is "conduct." This verb [pertains](#) to act of organizing and [carrying out](#) an activity or event. It is a good choice of a word when describing how you have led a team or project.

Example: "Conducted research to [identify](#) new [opportunities](#) for business development."

Five: to Develop: Another VERY important verb is, of course, "to develop." We use it when talking about creating something new or improving upon an existing idea, you know, as developers? It is a great verb to use when describing how you have created new technology or software. [Having said that](#), not only software developers can [benefit from](#) using this verb in their resume. For instance, a UX designer can develop a [user-centered](#) design strategy that [prioritizes](#) the needs and [goals](#) of the [end-users](#).

Alright, now let's take a look at our sample sentence using the verb "to develop."

Example: "Developed a new mobile application to [streamline](#) customer communication."

Six: to Process: The next verb for today is to "process." You have to be careful with this one, though, because the word process can [function](#) both as a noun and a verb. So how do we know which is which? Mostly likely, by looking at the context in which it is used. [Speaking of which](#), this verb can be [utilized](#) to describe the act of organizing or [handling information](#) or materials. It is a great verb to use when describing how you have [managed data or workflow](#).

Example: "Processed and analyzed large [data sets](#) to identify trends and opportunities."

Seven: to Partner: Our verb number 7 is to "partner." Similarly to "process", the word partner can function both as a noun and a verb and is used when talking about [collaborating](#) with others. Let's say you have worked with others to achieve a goal and you want to [brag about](#) it, use "partner" instead of "collaborate" to make our resume stand out.

Example: "Partnered with other [departments](#) to ensure the successful [implementation](#) of a new software system."

Eight: to Curate: The next verb we will discuss is "curate." This verb is used to describe the act of [selecting](#) and organizing [items](#) or information. It is a [particularly](#) good choice when you want to say that have managed content or created a user experience.

Example: "Curated a collection of educational [resources](#) to improve employee [training](#) and development."

# LEARN FROM THE TRANSCRIPT

Nine: to Ensure: With this ninth verb we're slowly [approaching](#) the end of our top ten list. The verb I [have in mind](#) is to "ensure." It is [oftentimes](#) used to describe the act of making sure something is done correctly. It is a great verb to use when talking about how you have ensured quality or [compliance](#). And what is compliance? It's the state of being [in accordance with](#) rules and [guidelines](#). Let's check how to use the verb "ensure" in your tech resume.

Example: "Ensured compliance with industry standards through [thorough](#) testing and analysis." Oh yeah, the word thorough is an interesting adjective, which you can use to describe a task that is performed or written with great care and [completeness](#). You can also use the word thorough to describe yourself. Of course, if paying attention to every single detail [is your jam](#).

Ten: to Execute: The final verb we will discuss today is to "execute." This verb can be utilized when talking about carrying out a plan or task. So when you have successfully completed a project or task, this is the verb that will [impress](#) potential recruiters. Of course, we can [link](#) the verb "to execute" with such words as [executive](#) (like executive managers) or even [execution](#), which does not [necessarily indicate](#) the act of killing anyone. To execute simply means to put (a plan, order, or course of action) into effect.

Now it's time for our final sample sentence: "Executed a successful product [launch](#), resulting in a 50% increase in sales."

Thank you for listening to this episode of the podcast. I hope that these verbs will help you improve your resume and better showcase [your skills](#) and [accomplishments](#).

If you enjoy this content, please [consider](#) supporting me on Patronite. Your [contributions](#) help me continue to produce [high-quality](#) episodes and bring you [valuable insights](#) on American English. Plus, there is an [extensive](#) list of [perks](#) coming from becoming a Patron, including but not limited to joining our amazing [community](#) on Discord, having [access](#) to podcast transcripts, or even downloading exclusive workbooks with tasks that cover the vocabulary from each episode.

Also, [be sure to](#) follow me on Instagram at English with Tech Girl to stay [up-to-date](#) on the [latest](#) episodes, connect with our community, and learn even more [tech-related](#) vocabulary. Thanks for again for tuning in!



# MATCHING EXERCISE

## MATCH THE VERB WITH A CORRESPONDING DEFINITION

1. To implement \_\_\_
2. To perform \_\_\_
3. To expand \_\_\_
4. To conduct \_\_\_
5. To develop \_\_\_
6. To process \_\_\_
7. To partner \_\_\_
8. To curate \_\_\_
9. To ensure \_\_\_
10. To execute \_\_\_

- A. To carry out a plan or order with precision and effectiveness; to put into action.
- B. To make sure that something happens or is done correctly; to guarantee or secure something.
- C. To grow or progress in a particular way; to create or improve something over time.
- D. To put into effect or action; to carry out a plan, decision, or system.
- E. To manage or organize an activity or event; to direct a particular course of action.
- F. To handle or deal with something in a systematic way.
- G. To select, organize, and present content, such as art, music, or information, in a thoughtful and deliberate way.
- H. To join with another person or organization in order to work together towards a common goal.
- I. To make larger or more extensive; to increase in size, scope, or range.
- J. To carry out an action or task; to do something in a particular way.

# GAP FILLING

FILL IN THE GAPS WITH THE MOST SUITABLE WORD/PHRASE



## 10 VERBS

1. The company plans to \_\_\_\_\_ a new system to improve efficiency.
2. The orchestra will \_\_\_\_\_ a Beethoven symphony at the concert.
3. The business hopes to \_\_\_\_\_ its market share by targeting new customers.
4. The police will \_\_\_\_\_ an investigation into the incident.
5. The software team will \_\_\_\_\_ a new application to meet customer needs.
6. We need to \_\_\_\_\_ the data before we can use it for analysis.
7. The museum will \_\_\_\_\_ with a local art gallery for a special exhibit.
8. The website \_\_\_\_\_ the best content to showcase to its users.
9. The airline wants to \_\_\_\_\_ that all passengers have a safe and comfortable flight.
10. The chef will \_\_\_\_\_ a new dish for the menu.

## OTHER USEFUL WORDS & PHRASES

Fill in the gaps with the following words and phrases: "find their footing", "with reference to", "benefit from", "in accordance with", "valuable insights", "career path", "put a plan into action", and "handle information".

1. \_\_\_\_\_ the latest research, cybersecurity is a major concern for businesses in 2023.
2. To \_\_\_\_\_ in the IT industry, new graduates often start as interns or entry-level positions.
3. The company can \_\_\_\_\_ cloud computing technology to reduce costs and increase flexibility.
4. The project needs to be completed \_\_\_\_\_ the established timeline.
5. Data analytics can provide \_\_\_\_\_ to help businesses make informed decisions.
6. Aspiring IT professionals should have a clear \_\_\_\_\_ to achieve their goals.
7. The team needs to \_\_\_\_\_ to improve website performance.
8. In today's world, it is crucial to \_\_\_\_\_ and protect sensitive data.



# THE KEY



## Matching

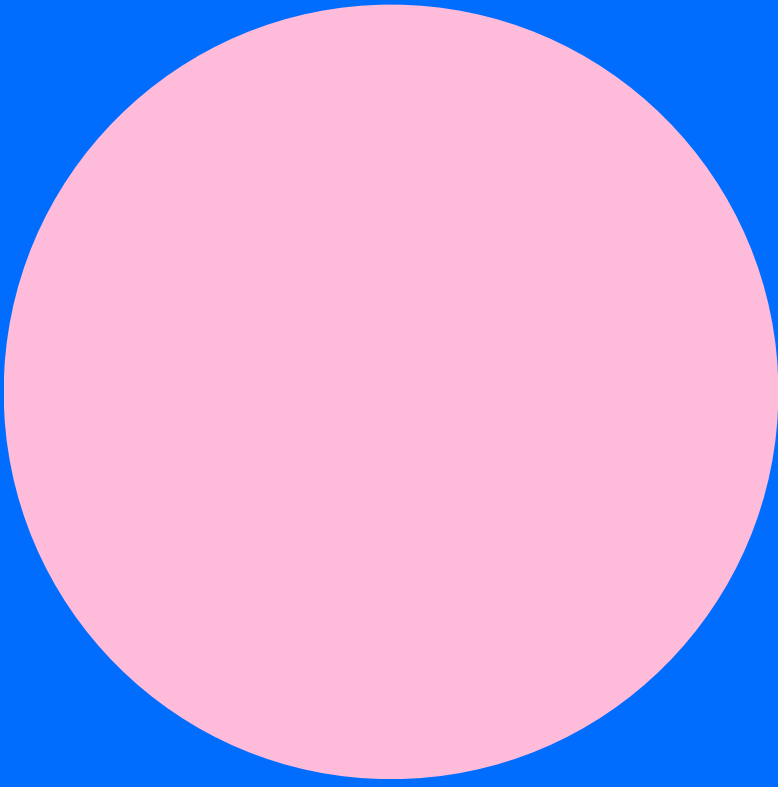
- 1.To implement - D
- 2.To perform - J
- 3.To expand - I
- 4.To conduct - E
- 5.To develop - C
- 6.To process - F
- 7.To partner - H
- 8.To curate - G
- 9.To ensure - B
- 10.To execute - A

## Gap filling: verbs

- 1.The company plans to implement a new system to improve efficiency.
- 2.The orchestra will perform a Beethoven symphony at the concert.
- 3.The business hopes to expand its market share by targeting new customers.
- 4.The police will conduct an investigation into the incident.
- 5.The software team will develop a new application to meet customer needs.
- 6.We need to process the data before we can use it for analysis.
- 7.The museum will partner with a local art gallery for a special exhibit.
- 8.The website curates the best content to showcase to its users.
- 9.The airline wants to ensure that all passengers have a safe and comfortable flight.
- 10.The chef will execute a new dish for the menu.

## Gap filling: phrases

- 1.With reference to the latest research, cybersecurity is a major concern for businesses in 2023.
- 2.To find their footing in the IT industry, new graduates often start as interns or entry-level positions.
- 3.The company can benefit from cloud computing technology to reduce costs and increase flexibility.
- 4.The project needs to be completed in accordance with the established timeline.
- 5.Data analytics can provide valuable insights to help businesses make informed decisions.
- 6.Aspiring IT professionals should have a clear career path to achieve their goals.
- 7.The team needs to put a plan into action to improve website performance.
- 8.In today's world, it is crucial to handle information and protect sensitive data.



# ENGLISH WITH TECH GIRL

Follow me on Instagram  
@ Englishwithtechgirl

Email: [englishwithtechgirl@gmail.com](mailto:englishwithtechgirl@gmail.com)