

# The Employment Edge



**EMPLOYMENT  
ONTARIO**  
Ontario's employment & training network

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ONTARIO**

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**Have you ever needed to “spice up” your resume, or not been sure how to put something into words?**

**Here is some attention grabbing words to make your resume more dynamic!**

<b>Assist</b>	<b>Extended</b>	<b>Negotiated</b>	<b>Restructured</b>
<b>Able</b>	<b>Facilitate</b>	<b>Observed</b>	<b>Revised</b>
<b>Action</b>	<b>Formulate</b>	<b>Obtained</b>	<b>Safeguarded</b>
<b>Analysis</b>	<b>Fulfilled</b>	<b>Operated</b>	<b>Secured</b>
<b>Achievement</b>	<b>Forecasted</b>	<b>Organized</b>	<b>Selected</b>
<b>Accomplished</b>	<b>Generated</b>	<b>Originated</b>	<b>Specified</b>
<b>Advanced</b>	<b>Gained</b>	<b>Oversaw</b>	<b>Spearheaded</b>
<b>Conduct</b>	<b>Gathered</b>	<b>Participated</b>	<b>Standardized</b>
<b>Consult</b>	<b>Gave</b>	<b>Performed</b>	<b>Strengthened</b>
<b>Committed</b>	<b>Headed</b>	<b>Pioneered</b>	<b>Structured</b>
<b>Conducted</b>	<b>Hosted</b>	<b>Planned</b>	<b>Suggested</b>
<b>Contributed</b>	<b>Identified</b>	<b>Prepared</b>	<b>Superseded</b>
<b>Coordinated</b>	<b>Implemented</b>	<b>Presented</b>	<b>Supervised</b>
<b>Develop</b>	<b>Improved</b>	<b>Promoted</b>	<b>Targeted</b>
<b>Deliver</b>	<b>Improvised</b>	<b>Provided</b>	<b>Taught</b>
<b>Design</b>	<b>Influenced</b>	<b>Published</b>	<b>Tested</b>
<b>Defined</b>	<b>Launched</b>	<b>Pursued</b>	<b>Trained</b>
<b>Diversified</b>	<b>Lobbied</b>	<b>Quantified</b>	<b>Transformed</b>
<b>Devoted</b>	<b>Maintained</b>	<b>Ranked</b>	<b>Transcended</b>
<b>Distinguished</b>	<b>Managed</b>	<b>Received</b>	<b>Unified</b>
<b>Encourage</b>	<b>Marketed</b>	<b>Recommended</b>	<b>Upgraded</b>
<b>Earned</b>	<b>Maximized</b>	<b>Redesigned</b>	<b>Utilized</b>
<b>Enhance</b>	<b>Mediated</b>	<b>Reengineered</b>	<b>Validated</b>
<b>Evaluate</b>	<b>Modernized</b>	<b>Reorganized</b>	<b>Valued</b>
<b>Examined</b>	<b>Motivated</b>	<b>Represented</b>	<b>Wrote</b>

Ear Falls News:

Our Ear Falls Office will be closed on Thurs July 5<sup>th</sup>.

Ear Falls Hours: 9:30am to 3:00pm every Thursday

Location: Ear Falls 2000 Building

Phone #: 222-1087

Email: [earfallsjobs@shaw.ca](mailto:earfallsjobs@shaw.ca)

Website: [www.redlakejobs.ca](http://www.redlakejobs.ca)

**College / University**  
**Students:**

Thinking of working part-time while at school?  
Interested in Serving,  
Bartending, Security or  
other such jobs?

Come and take Smart Serve – at Red Lake Career & Employment Services in Red Lake (146 Howey Street) or Ear Falls (Ear Falls 2000 Building) for **FREE!**

Call 727-2297 or 222-1087 to sign up.

Red Lake Career & Employment Services offers the following Safety Courses – available by appointment (can do a max of 3 per session):

- Slips, Trips and Falls Safety
- Accident Prevention and Safety Housekeeping
- Industrial Fire Prevention
- Office Ergonomics
- Computer Workstation Safety
- Hand and Power Tool Safety
- Machine Guard Safety
- Back Safety

Available in Red Lake and Ear Falls. Call to make an appointment and find out about cost.

272-2297 / 222-1087