







# ACTION VERBS

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— ... †††††  
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## ADMINISTRATIVE/MANAGEMENT

... " — ◊" ††      '••' Ž ◊ †f-††      ~ f Ž — f-††      f š ◊◊ œ ††      "' † — ... †

**HELPING**

## Translating Duties to Skills: Worksheet for Educators

Use the "What + formula"

'What did you do in this position?

'What was the task important?

What was important?

## PUTTING IT ALL TOGETHER

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f†

As a teacher, you have

if you really love







# SELINA A. GOMEZ

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# MALIA ANN SIMPSON

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## EDUCATION

**Writing an**



**Cover Letter Sample**



