

Résumé Action Verbs

Financial Skills

administered
allocated
analyzed
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Research Skills

clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Communication Skills

addressed
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
mediated

moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Leadership

accomplished
achieved
attended
chaired
coached
convened
enlisted
facilitated
focused
guided
initiated
instilled
led
strategized

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced

recommended
reviewed
scheduled
strengthened
supervised

Helping Skills

assessed
assisted
clarified
coached
demonstrated
diagnosed
educated
facilitated
familiarized
guided
referred
rehabilitated
represented

Teaching Skills

adapted
advised
clarified
coached
communicated
developed
enabled
evaluated
explained
facilitated
instructed
mentored
persuaded
stimulated

Creative Skills

acted
created
designed
developed
directed
established
founded
illustrated
instituted
integrated

introduced
invented
originated
performed
planned
revitalized
shaped

Clerical/Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
validated

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
solved
trained
upgraded
informed

Sample Elementary Education Résumé (1)

Pierre Greyhound
508-123-4567

p.greyhound@assumption.edu

www.linkedin.com/pierreg

Home Address

15 Hound Way
Boston, MA 02115

Campus Address

500 Salisbury St, Box 111
Worcester, MA 01609

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Elementary Education, History
Dean's List



You can write your specific exam names this way or bullet each one; dates are optional

May 2022
GPA: 3.6/4.0
Fall 2018-Present

LICENSURE

- Elementary Education 1-6, Initial (Pending)
- Massachusetts Tests for Educator Licensure passed: Communication and Literacy, Foundations of Reading, General Curriculum Multi-Subject sub test, General Curriculum Math sub test
- SEI Endorsed

Include SEI information



Use key words from the field when describing your experiences

PRACTICUM & PRE-PRACTICUM EXPERIENCE

Flagg Street School, Worcester, MA

Grade 2 Practicum Student Teacher

- Collaborate with the classroom teacher to create a thematic unit and individual lesson plans for English/Language arts, mathematics, social studies, and science
- Participate in Student Council activities, such as Spree Day, and chaperoned a field trip for a class of 25 students to the Ecotarium
- Attend and participate in IEP and 504 meetings, communicating concerns and progress of individual students to parents and other school personnel present

January 2022-Present

Chandler Magnet School, Worcester, MA

Grade 4 Pre-Practicum Student Teacher

- Observed 25 hours of teaching in history and social science
- Created and presented 3 lesson plans on the Industrial Revolution to a classroom of 25 students

If you have room, you can use 2 bullets to describe each pre-practicum experience



September 2021-December 2021

Midland Street School, Worcester, MA

Grade 3 Pre-Practicum Student Teacher

- Observed 25 hours of teaching in mathematics
- Created and presented 3 lesson plans on long division to a classroom of 23 students



Use numbers and specific curriculum topics to describe your experience

January 2021-May 2021

West Tatnuck Elementary School, Worcester, MA

Grade 2 Pre-Practicum Student Teacher

- Observed 25 hours of literacy development and instruction
- Created and presented 3 lesson plans on writing complete sentences to a classroom of 26 students

September 2020-December 2020

WORK EXPERIENCE

Child Care Provider, Worcester, MA

- Care for 3 children, ages 2-8, three days a week
- Drive children to and from activities, assist with homework, prepare snacks, and entertain with games and arts and crafts



Describe your detailed work experiences even if they are unrelated to teaching

September 2015-Present

ACTIVITIES

African Community Education After School Program (ACE), Worcester, MA

September 2019-Present

- Volunteer 2 days a week by providing academic support and engaging in extracurricular activities with children ages 8-10
- Assist with the development of workshops for African refugees and immigrant youth

Assumption University Track & Field (NCAA Division II)

August 2018-Present

- Participate in community service projects and team fundraising such as the 5K Glow Run
- Devote 20 hours per week to practice, meets, and travel while balancing a 15 credit course load

SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified



Administrators want to see volunteer work and/or athletic involvement on your resume

Sample Elementary Education R sum  (2)

Pierre Greyhound

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p.greyhound@assumption.edu

Home Address

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Boston, MA 02115

Campus Address

500 Salisbury St, Box 111
Worcester, MA 01609

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Elementary Education, History
Dean's List



You can write your specific exam names this way or bullet each one; dates are optional

May 2022
GPA: 3.6/4.0
Fall 2018-Present

LICENSURE

- Elementary Education 1-6, Initial (Pending)
- Massachusetts Tests for Educator Licensure passed: Communication and Literacy, Foundations of Reading, General Curriculum Multi-Subject sub test, General Curriculum Math sub test
- SEI Endorsed

Include SEI information



Use key words from the field when describing your experiences

PRACTICUM & PRE-PRACTICUM EXPERIENCE

Flagg Street School, Worcester, MA
Grade 2 Practicum Student Teacher

January 2022-Present

- Collaborate with the classroom teacher to create a thematic unit and individual lesson plans for English/Language arts, mathematics, social studies, and science
- Participate in Student Council activities, such as Spree Day, and chaperoned a field trip for a class of 25 students to the Ecotarium
- Attend and participate in IEP and 504 meetings, communicating concerns and progress of individual students to parents and other school personnel present

Each pre-practicum can be written in 1 bullet

Chandler Magnet School, Worcester, MA

September 2021-December 2021

- Observed 25 hours of teaching in social studies and taught 3 lessons on the Industrial Revolution to a class of 25 6th grade students

Midland Street School, Worcester, MA

January 2021-May 2021

- Observed 25 hours of teaching in mathematics and presented 3 lessons on long division to a class of 23 3rd grade students

West Tatnuck Elementary School, Worcester, MA

September 2020-December 2020

- Observed 25 hours of literacy instruction and presented 3 lessons on writing complete sentences to a class of 26 2nd grade students

WORK EXPERIENCE

Private Family, Worcester, MA

September 2017-Present

Child Care Provider

- Care for three children, ages 2-8, three days a week and drive them to and from activities, assist with homework, and prepare snacks
- Entertain children with activities such as games, arts and crafts, and imaginative play

YMCA of Greater Boston, Boston MA

May 2017-August 2020

Summer Camp Counselor

- Supervised and cared for a group of 15 children, ages 7-8, five days a week for 10 weeks
- Planned and executed team building, arts and crafts, and sports activities on a daily basis
- Performed first aid, complete accident/incident reports, and communicated all concerns with Camp Director and parents as needed

Describe your detailed work experiences even if they are unrelated to teaching

ACTIVITIES

Assumption University Reach Out

September 2019-Present

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

Administrators want to see volunteer work and/or athletic involvement on your resume

Assumption University Lacrosse (NCAA Division II)

August 2018-Present

- Participate in community service projects and team fundraising
- Devote 20 hours per week to practice, games, and travel while balancing a 15 credit course load

SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint and Google Docs, Slides, Classroom
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified

SAMPLE E LEMENTARY EDUCATION RÉSUMÉ (3)

p.greghound@assumption.edu

Pierre Greyhound
15 Hound Way Boston, MA 02115
508-123-4567

www.linkedin.com/pierreg

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Elementary Education, History; Concentration: STEM
Dean's List

May 2022
GPA: 3.6/4.0
Fall 2018-Present

LICENSURE

- Elementary Education 1-6, Initial (Pending)
- Massachusetts Tests for Educator Licensure passed: Communication and Literacy, Foundations of Reading, General Curriculum Multi-Subject sub test, General Curriculum Math sub test
- SEI Endorsed



Include your specific exams, dates are optional

Include SEI information



COURSEWORK

Technology Integration across the Curriculum: Learned methods for applying technology to every day teaching practices. Designed three different lesson plans which incorporated various technological tools discussed throughout the semester.

Inquiry Biology for Educators: Studied the concepts of ecology, evolution, and genetics; how to teach elementary students to think critically about these topics and break down misconceptions they may have surrounding them. Presented 2 mini lessons to a group of elementary students to hone skills in lesson presentation and in content development.

PRACTICUM & PRE-PRACTICUM EXPERIENCE

Flagg Street School, Worcester, MA
Grade 2 Practicum Student Teacher

Use key words from the field when describing your experiences



January 2022-Present

- Collaborate with the classroom teacher to create a thematic unit and individual lessons for ELA, mathematics, social studies, and science
- Participate in Student Council activities, such as Spree Day, and chaperoned a field trip for a class of 25 students to the Ecotarium
- Attend and participate in IEP and 504 meetings, communicating concerns/progress of students to parents and school personnel

Chandler Magnet School, Worcester, MA

September 2021-December 2021

- Observed 25 hours of teaching in social studies and taught 3 lessons on the Industrial Revolution to a class of 25 6th grade students

Midland Street School, Worcester, MA

January 2021-May 2021

- Observed 25 hours of teaching in mathematics and presented 3 lessons on long division to a classroom of 23 3rd grade students

West Tatnuck Elementary School, Worcester, MA

September 2020-December 2020

- Observed 25 hours of literacy instruction and presented 3 lessons on writing complete sentences to a class of 26 2nd grade students

WORK EXPERIENCE

YMCA of Greater Boston and Worcester, Boston, MA/Worcester, MA

Summer Camp Counselor

- Supervised and cared for a group of 10 children, ages 7-9, five days a week for 10 weeks of the summer
- Planned and executed team building, arts and crafts, and sports activities on a daily basis
- Assisted with the planning and execution of 3 Family Night activities to foster a sense of community among the campers and their families

Summers 2017, 2018 and 2019

School's Out Activity Leader

- Supervised and cared for children between the ages of 5-13 in both summer camp and after school program settings
- Assisted with homework and offered tutoring to children who need it
- Performed first aid, complete accident/incident reports, and communicated all concerns with Program Director and parents as needed

September 2016- June 2019

ACTIVITIES

Assumption University Reach Out Center

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

Describe your detailed work experiences even if they are unrelated to teaching

Administrators want to see volunteer work and/or athletic involvement on your resume

Fall 2018-Present

SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified