## Résumé Action Verbs

**Financial Skills** 

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

Research Skills

projected

researched

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

<u>Leadership</u> 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

**Technical Skills** 

specified

validated

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

# SAMPLE SECONDARY EDUCATION RÉSUMÉ (1)

# Pierre Greyhound

Boston, MA 02115 | 508-123-45767 | p.greyhound@assumption.edu | www.linkedin.com/pierreg

#### **EDUCATION**

Assumption University, Worcester, MA

Bachelor of Arts, Majors: Secondary Education, History

Dean's List

Study Abroad: Assumption University, Rome, Italy

Write your specific exam names this way or bullet each one; dates are optional

May 2022 GPA: 3.6/4.0 Fall 2018-Present

Spring 2019

### LICENSURE

- History 9-12, Initial (Pending)
- Massachusetts Tests for Educator Licensure (MTEL) passed: Communication and Literacy, History Subject Matter
- SEI Endorsed

Include SEI Information

PRACTICUM & PRE-PRACTICUM EXPERIENCE North High School, Worcester, MA

Grade 11 Practicum Student Teacher

Use key words from the field to describe your experiences

January 2022-Present

- Design and implement a unit plan on the Revolutionary War to 90 junior year students in 3 U.S. History classes
- Participate in monthly department meetings to collaborate with other teachers to create common writing assessments
- Attend and contribute to IEP and 504 meetings, communicating concerns and progress of individual students
- Organize and chaperoned a field trip to the State House in Boston for 150 11th grade students

## Doherty Memorial High School, Worcester, MA

Grade 9 Pre-practicum Student Teacher

Observed more than 25 hours of teaching in a social studies classroom

Created and implemented 3 lesson plans on the Civil War to a classroom of 25 students

September 2021-December 2021

Use numbers and specific curriculum topics



Partnered with the practicing teacher to effectively create a culminating writing assignment for the Civil War unit

# WORK EXPERIENCE

Private Family, Worcester, MA

Child Care Provider

Include your detailed work experiences even if they are unrelated teaching

September 2018-Present

- Care for 3 children, ages 2-8, three days a week during the school year and full time during the summer
- Drive children to and from afternoon activities, assist with homework, and prepare snacks
- Entertain children with activities such as games, arts and crafts, and imaginative play

### **ACTIVITIES**

**Assumption University Reach Out Center** 

Our Lady of the Angels, After School tutor
Habitat for Humanity, Volunteer

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

September 2019-Present

Assumption University Soccer (NCAA Division II)

August 2018-Present

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

## Campus Activities Board (CAB)

August 2018-May 2019

#### **SKILLS**

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

# SAMPLE SECONDARY EDUCATION RÉSUMÉ (2)

# Pierre Greyhound

p.greyhound@assumption.edu

508-123-4567

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: Secondary Education, History

Dean's List

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

Use key words from the

May 2022 GPA: 3.6/4.0 Fall 2018 - Present

### **LICENSURE**

History 5-12, Initial (Pending)

Massachusetts Tests for Educator Licensure (MTEL) passed: Communication and Literacy, History Subject Matter

SEI Endorsed Include SEI information

PRACTICUM & PRE-PRACTICUM EXPERIENCE North High School, Worcester, MA

Grade 11Practicum Student Teacher

field when describing your experiences

January 2022 - Present

Design and implement a unit plan on the Revolutionary War to 90 junior year students in 3 U.S. History classes

Participate in monthly department meetings to collaborate with other teachers to create common writing assessments

Attend and contribute to IEP and 504 meetings, communicating concerns and progress of individual students

Organize and participate in Student Council activities, such as a pep rally, and chaperoned a field trip to the State House in Boston for 150 11th grade students Use numbers and specific curriculum topics to describe your experience

Doherty Memorial High School, Worcester, MA

September 2021 - December 2021

Observed 25 hours of teaching and presented 3 lessons on the Civil War to a classroom of 25 9th grade students

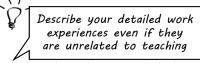
## Oak Middle School, Shrewsbury, MA

January 2021 - May 2021

Observed 25 hours of social studies instruction and worked with the team English teacher to create and present 3 lessons for an interdisciplinary writing unit on the Industrial Revolution for 21 7th grade students

WORK EXPERIENCE

Private Family, Worcester, MA Child Care Provider



Include a separate middle school pre-practicum if you did one

September 2017 - March 2020

Cared for three children, ages 2-8, three days a week during the school year and full-time during the summer

- Transported children to and from afternoon activities, assisted with homework, and prepared snacks
- Entertained children with activities such as games, arts and crafts, and imaginative play

### **ACTIVITIES**

### **Assumption University Reach Out Center**

Big Brother/Big Sister of Central Massachusetts, Volunteer

Habitat for Humanity, Volunteer

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

September 2018 - Present

September 2018 - Present

# Campus Activities Board (CAB) General Member

## 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

Assumption Career Development & Internship Center (CDIC) Alumni 026 | 508-767-7227 | careerdevelopment@assumption.edu career.assumption.edu

**SKILLS**