

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 SECONDARY EDUCATION RÉSUMÉ (1)

Pierre Greyhound

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EDUCATION

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

May 2022
GPA: 3.6/4.0
Fall 2018-Present

Study Abroad: Assumption University, Rome, Italy

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

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

- 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

January 2022-Present

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

September 2021-December 2021

Use numbers and specific curriculum topics

WORK EXPERIENCE

Private Family, Worcester, MA

Child Care Provider

Include your detailed work experiences even if they are unrelated teaching

- 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

September 2018-Present

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)

- 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

August 2018-Present

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

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: Secondary 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

- 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 11 Practicum Student Teacher



Use key words from the 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

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



WORK EXPERIENCE

Private Family, Worcester, MA
Child Care Provider



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

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

September 2018 - Present

- Big Brother/Big Sister of Central Massachusetts, Volunteer
- Habitat for Humanity, Volunteer

Campus Activities Board (CAB)

General Member



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

September 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