**Resumes**

**A summary of your relevant experience, education, and skills.**

* Helps you communicate your value for each unique opportunity.

**One page, attractive, and easy to read.**

**What can your resume include?**

1. Contact info

* Name, address, phone number, email address, LinkedIn.

1. Objective (or personal statement)

* Snapshot of who you are and your relevant experience and skills.
* Provides context for your interest in this job or internship.
* “*Current student majoring in Elementary Education and Biology, hoping to pursue a career as a kindergarten teacher. Experienced in writing lesson plans, managing a large group of children, and working within a team.”*

1. Education
   * Include major, degree, GPA, and academic achievements.
2. Relevant (or Related) Experience
   * Internships and work in your field of interest, whether paid or volunteer.
     + Demonstrate skills, abilities, accomplishments, and responsibilities related to this opportunity.

* Talk to a friend, faculty advisor, or family member for ideas.

1. Additional Employment – optional
   * Full-time or part-time employment positions that are not directly related to your professional goals, but demonstrate skills, responsibility, and work history that might interest a prospective employer.
2. Activities (or Leadership and Community Involvement)
   * Can include volunteering or leading a team or club on campus.
   * Accomplishments or projects.
3. Skills (or Skills and Interests)

* Think about your audience and what is relevant.
  + *“CPR & First Aid Certified*

*Computer experience with MS Word, PowerPoint, Outlook, and social media”*

**Use the action verb list to identify your relevant skills for each internship or job.**

**Action Verbs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication and People** | | | | **Creative** | | **Data/Financial** | | **Helping** | |
| Addressed  Advertised  Arranged  Articulated  Authored  Clarified  Collaborated  Communicated  Composed  Condensed  Conferred  Consulted  Contacted  Conveyed  Convinced  Corresponded  Debated  Defined  Developed  Directed  Discussed  Drafted  Edited  Elicited  Enlisted  Explained  Expressed  Formulated  Incorporated  Influenced  Interacted Interpreted  Interviewed  Involved  Joined  Judged | | Lectured  Listened  Marketed  Mediated Moderated  Negotiated  Observed  Outlined  Participated  Persuaded  Presented  Promoted  Proposed  Publicized  Reconciled  Referred  Reinforced  Reported  Resolved  Responded Solicited  Specified  Spoke  Suggested  Summarized  Wrote | | Acted  Adapted  Combined  Compose  Conceptualized  Condensed  Created  Customized  Designed  Developed  Directed  Displayed  Drew  Entertained  Established  Fashioned  Formulated  Founded  Illustrated  Initiated  Instituted  Integrated  Introduced  Invented  Modeled  Modified  Originated  Performed  Photographed  Planned  Revised  Shaped  Solved | | Administered  Adjusted  Allocated  Analyzed  Appraised  Assessed  Audited  Balanced  Budgeted  Calculated  Computed  Conserved  Corrected  Determined  Developed  Estimated  Forecasted  Managed  Marketed  Measured  Netted  Planned  Prepared  Programmed  Projected  Qualified  Reconciled  Reduced  Researched  Retrieved | | Adapted  Advocated  Aided  Answered  Arranged  Assessed  Assisted  Clarified  Coached  Collaborated  Contributed  Cooperated  Counseled  Demonstrated  Diagnosed  Educated  Encouraged  Ensured  Expedited  Facilitated  Familiarized  Furthered  Guided  Helped  Insured  Intervened  Motivated  Prevented  Provided  Referred  Rehabilitated  Represented  Resolved  Simplified  Supplied  Supported  Volunteered | |
| **Management & Leadership** | | | **Organizational** | | **Research** | | **Teaching** | |
| Administered  Analyzed  Approved  Assigned  Attained  Authorized  Chaired  Considered  Consolidated  Controlled  Coordinated  Decided  Delegated  Developed  Directed  Emphasized  Enforced  Enhanced  Established  Executed  Generated  Handled  Headed  Improved  Incorporated  Increased  Initiated  Instituted  Led  Managed  Motivated  Navigated  Organized  Originated  Overhauled  Oversaw Planned  Presided  Prioritized  Produced | Recommended  Recruited  Reinforced  Reorganized Replaced  Resolved  Restored  Reviewed  Scheduled  Secured  Selected  Streamlined  Strengthened  Supervised  Synthesized | | Approved  Arranged  Categorized  Charted  Classified  Coded  Collected  Compiled  Corrected  Corresponded  Distributed  Executed  Filed  Generated  Incorporated  Inspected  Maintained  Monitored  Obtained  Operated  Ordered  Organized  Prepared  Processed  Provided  Purchased  Recorded  Registered  Reserved  Responded  Reviewed  Scheduled  Screened  Submitted  Supplied  Standardized  Systematized  Updated  Validated  Verified | | Analyzed  Clarified  Collected  Compared  Conducted  Critiqued  Detected  Determined  Diagnosed  Evaluated  Examined  Experimented  Explored  Extracted  Formulated  Gathered  Inspected  Interviewed  Invented  Investigated  Measured  Organized  Researched  Reviewed  Searched  Solved  Summarized  Surveyed  Systematized  Tested | | Adapted  Advised  Clarified  Coached  Communicated  Conducted  Coordinated  Critiqued  Developed  Enabled  Encouraged  Evaluated  Explained  Facilitated  Focused  Guided  Individualized  Informed  Instilled  Instructed  Motivated  Persuaded  Simulated  Stimulated  Taught  Tested  Trained  Transmitted  Translated  Tutored | |

**Micah Mentor**

(802) 222-4444 | [mmentor@mail.smcvt.edu](mailto:mmentor@mail.smcvt.edu)

Current student majoring in Elementary Education and Biology, hoping to pursue a career as a kindergarten teacher. Experienced in writing lesson plans, managing a large group of children, and working within a team.

**Education**

**Saint Michael’s College**, Colchester, VT

B. S., Double Major: Elementary Education and Biology, anticipated May 2023

Elementary Education GPA: 3.7; Biology GPA: 3.4; Cum. GPA: 3.5

Study Abroad: School for Field Studies, Costa Rica, Spring 2022

**Classroom Experience**

**Science Practicum**, **Champlain Elementary School, Burlington, VT Fall 2022**

* Planned and taught science lessons on living and non-living things, and a special unit on pumpkins in a kindergarten classroom.
* Incorporated hands-on activities including outdoor exploration.

**Teaching Assistant, Champlain Elementary School, Burlington, VT Fall 2022**

* Assisted in the teaching of math and science to kindergarten students.
* Facilitated small group math lessons on number recognition, counting, and writing numbers.

**Related Experience**

**Camp Counselor, YMCA, Burlington, VT 2019-current**

* Lead groups of children ranging in age from 3-13 in activities including games, crafts, and swimming.

**Students Against Destructive Decisions, Burlington High School, Burlington, VT 2016-2019**

* Served as a mentor in fifth and sixth grade classrooms, discussing the effects of drugs and the importance of resisting peer pressure.

**Best Buddies, Burlington, VT 2016-2019**

* Served as a companion to a student with special needs and developed a relationship where we did various activities throughout the school year.
* Attended group events and helped my buddy participate in the Special Olympics.

**Camp Counselor, Burlington Recreation Department, Burlington, VT 2016-2018**

* Served as a counselor at the baseball camp, working with children ages 7 through 13.
* Engaged students in activities to develop athletic and team-building skills.
* Took on additional responsibilities during progression from volunteer to full-time employee.

**Activities**

**Saint Michael’s College Varsity Baseball** **2019-current**

* Provided leadership in fostering team unity as captain during current year.

**Burlington High School, VT Varsity Baseball** **2016-2019**

* 4 year varsity player.

**Skills**

CPR & First Aid Certified

Computer experience with MS Word, PowerPoint, Outlook, and social media