**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** |
| AddressedAdvertisedArrangedArticulatedAuthoredClarifiedCollaboratedCommunicatedComposedCondensedConferredConsultedContactedConveyedConvincedCorrespondedDebatedDefinedDevelopedDirectedDiscussedDraftedEditedElicitedEnlistedExplainedExpressedFormulatedIncorporatedInfluencedInteracted InterpretedInterviewedInvolvedJoinedJudged | LecturedListenedMarketedMediated ModeratedNegotiatedObservedOutlinedParticipatedPersuadedPresentedPromotedProposedPublicizedReconciledReferredReinforcedReportedResolvedResponded SolicitedSpecifiedSpokeSuggestedSummarizedWrote | ActedAdaptedCombinedComposeConceptualizedCondensedCreatedCustomizedDesignedDevelopedDirectedDisplayedDrewEntertainedEstablishedFashionedFormulatedFoundedIllustratedInitiatedInstitutedIntegratedIntroducedInventedModeledModifiedOriginatedPerformedPhotographedPlannedRevisedShapedSolved | AdministeredAdjustedAllocatedAnalyzedAppraisedAssessedAuditedBalancedBudgetedCalculatedComputedConservedCorrectedDeterminedDevelopedEstimatedForecastedManagedMarketedMeasuredNettedPlannedPreparedProgrammedProjectedQualifiedReconciledReducedResearchedRetrieved | AdaptedAdvocatedAidedAnsweredArrangedAssessedAssistedClarifiedCoachedCollaboratedContributedCooperatedCounseledDemonstratedDiagnosedEducatedEncouragedEnsuredExpeditedFacilitatedFamiliarizedFurtheredGuidedHelpedInsuredIntervenedMotivatedPreventedProvidedReferredRehabilitatedRepresentedResolvedSimplifiedSuppliedSupportedVolunteered |
| **Management & Leadership** | **Organizational** | **Research** | **Teaching** |
| AdministeredAnalyzedApprovedAssignedAttainedAuthorizedChairedConsideredConsolidatedControlledCoordinatedDecidedDelegatedDevelopedDirectedEmphasizedEnforcedEnhancedEstablishedExecutedGeneratedHandledHeadedImprovedIncorporatedIncreasedInitiatedInstitutedLedManagedMotivatedNavigatedOrganizedOriginatedOverhauledOversaw PlannedPresidedPrioritizedProduced | RecommendedRecruitedReinforcedReorganized ReplacedResolvedRestoredReviewedScheduledSecuredSelectedStreamlinedStrengthenedSupervisedSynthesized | ApprovedArrangedCategorizedChartedClassifiedCodedCollectedCompiledCorrectedCorrespondedDistributedExecutedFiledGeneratedIncorporatedInspectedMaintainedMonitoredObtainedOperatedOrderedOrganizedPreparedProcessedProvidedPurchasedRecordedRegisteredReservedRespondedReviewedScheduledScreenedSubmittedSuppliedStandardizedSystematizedUpdatedValidatedVerified | AnalyzedClarifiedCollectedComparedConductedCritiquedDetectedDeterminedDiagnosedEvaluatedExaminedExperimentedExploredExtractedFormulatedGatheredInspectedInterviewedInventedInvestigatedMeasuredOrganizedResearchedReviewedSearchedSolvedSummarizedSurveyedSystematizedTested | AdaptedAdvisedClarifiedCoachedCommunicatedConductedCoordinatedCritiquedDevelopedEnabledEncouragedEvaluatedExplainedFacilitatedFocusedGuidedIndividualizedInformedInstilledInstructedMotivatedPersuadedSimulatedStimulatedTaughtTestedTrainedTransmittedTranslatedTutored |

**Micah Mentor**

(802) 222-4444 | 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