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# INTRODUCTION TO RESUMES

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There is no ONE RIGHT way to organize a resume. This workbook presents only the simplest formats, intended to help you put together the basic information for a first draft. Later you will be able to change and rearrange to accomplish more complex formats. Three basic considerations are useful in organizing the information you think will lead to your selection for a job interview.

1. Employers reviewing resumes generally scan them for an average of **20 seconds**. In addition, since the human eye reads from left to right, the information most relevant to your job objective and most powerful in presenting your strengths should be placed against the left margin. Therefore, you LEAD with the most persuasive information and remember, the sequencing is reverse chronological order.
2. The average resume length for a college senior is **one page**. In most cases this kind of brevity will require the careful selection of information to be presented and the choice of succinct wording. Economy in communication invites an employer's attention.
3. Ideally, a **resume should be targeted** to a specific career goal. That means that persons seeking employment in a variety of career fields will write resumes targeted to each specific field, using information most relevant to the different job objectives. The best resume is one formatted for a specific job, an easy task in this day of word processing.
4. To **test your resume** focus, ask an objective observer to guess where you plan to send it. If the specific career field is not obvious, you need to recast your resume data to clearly reflects your target.

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## PERSONAL INFORMATION

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College students often want to record both their "home" address and their school address. Don't forget e-mail address. **Please note that other personal information, such as physical condition, sex, marital status is not included. Rarely is a picture included.**

### EXAMPLES

#### Kimberly Thomas

*present address:*  
127 Francis Drive  
Salisbury, MD 21804  
410-341-6568

E-mail: KTT9249@SSU.EDU

*permanent address:*  
6234 Chestnut Oak Lane  
Linthicum, MD 21090  
410-859-0015

NOTE: Name is 14-16 font, Address 10-12 font.

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# JOB OBJECTIVE

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The JOB OBJECTIVE is a brief description of the type of position you are seeking. **Today, many students are not including objectives on their resumes.** Instead, a cover letter that incorporates the job objective accompanies the resume. If you choose to include an objective on your resume, it may be stated:

- by job title, e.g., Sales Representative
- by level or type of responsibility, e.g., Programmer/analyst position with responsibility for building and managing databases, or
- by the skills you want to demonstrate; e.g., Opportunity to use organizational and communications skills and scientific background in the health care industry.
- Avoid vague language, such as responsible and challenging position.

## EXAMPLE

**OBJECTIVE:** Seeking internship opportunities in environmental science and/or environmental policy for experience that would facilitate access to graduate school.

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# EDUCATION

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List your most recent degree first if you have more than one. High school information is generally **not** included. You may want to include special information, such as your concurrent handling of both academics and work, honors, or training outside of your curriculum. List your GPA only if it is 3.0 or above. The correct format is 3.2/4.0 for example. (Do not go beyond one decimal place and do not round up. A 3.29 is still 3.2.) You may also include courses most relevant to your job objective.

## EXAMPLES

### Education

BACHELOR OF SCIENCE May, 2005  
Salisbury University Salisbury, Maryland  
Franklin P. Perdue School of Business  
Majors: Accounting  
Maintained a 40 hour work week concurrent with 15 credit hour semesters

### Special Course Work

BUSINESS IN A GLOBAL SETTING Spring 2004  
Rennes International School of Business Rennes,  
France

- Two week field study in International Business
- Comparative analysis of three French enterprises
- Peninsula and Mercantile Banks scholarship recipient

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**Education** Bachelor of Science May 2005  
Salisbury University, Salisbury, MD  
Major: Geography/Environmental Planning GPA 3.8/4.0  
Minor: Mathematics

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# RELATED EXPERIENCE

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In a section titled "Experience" you can include: on and off-campus jobs, internships, volunteer experiences, even travel. All these experiences can be related to your career. You may want to include a brief description of your responsibilities.

## EXAMPLES

### Related Experience:

Volunteer: Winter Growth, Columbia, MD Fall 2002  
Assisted in designing and implementing activities for Alzheimer's patients, ranging from group dialogs of past memories to independent activities for specific patients.

### Professional Experience:

Researcher: Salisbury University, Salisbury, MD Spring 2003  
Researched and assisted in the designing of a peer drug and alcohol counseling program designed to help college students.

### Work Experience:

Receptionist: Enterprise Foundation, Columbia, MD Summer 2004  
Handled phones, filing, and various office support for non-profit housing organization.

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# SKILLS AND ABILITIES

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Since many college students lack a solid job history in their chosen fields, they demonstrate their ability to perform the job by documenting their possession of **skills and abilities** appropriate to the job objective. This kind of resume is a type of **functional** resume. For example, a student seeking a marketing/management position might document Marketing/Promotions; Sales and Market Research as **skill** areas. Skills and abilities statements usually start off with action words and are one to three lines long.

## EXAMPLES

### SKILLS AND ABILITIES

**Promotions Management:** Created an advertising and promotional campaign to launch.....

**Sales Management:** Prepared a professional sales presentation for a specific product including...

**Market Research:** Conducted a market research study for a local beer and wine convenience store ...

## EXAMPLE: Skills & Abilities

**Computer Skills:** Quattro Pro, Paradox, WordPerfect, Presentations, Microsoft Word, Power Point, SPSSX, Minitab, Internet Applications

**Lab Equipment/Skills:** Gas Spectrophotometry, Computer Analysis of Enzyme Activity, Electrophoresis Streak and Spread-Plate Techniques, Research Documentation, Enzyme Purification

# SKILLS EMPLOYERS LOOK FOR

Nationwide surveys indicate that employers are interested in the following ten **general competencies**: computer literacy, communications, interpersonal abilities, analytical and problem solving, teamwork, adaptability, leadership/organizational effectiveness, the ability to be a life long learner, and mathematical and foreign language abilities.

<b>General Skill</b>	<b>Resume Example</b> (from actual SU resumes)
<b>Computer literacy</b>	Significant experience on IBM PCs using Lotus 1-2-3, Microsoft Word, Harvard Graphics and ... ( <i>class experience</i> ) Working knowledge of Quattro-Pro, Excel, Paradox, Windows and the Internet ... ( <i>Peer training</i> )
<b>Communication</b>	Corresponded with chapter alumni on progress of fraternity house and fundraiser using a variety of media... ( <i>Student activity</i> )
<b>Leadership</b>	Served as fraternity president, business manager and social chair... ( <i>Student club</i> ) Planned and organized fundraising activities that resulted in... ( <i>Student club project</i> )
<b>Interpersonal</b>	Assisted incoming students with transition to college... ( <i>experience as a peer counselor</i> ) Adjusted to foreign culture including foods, lifestyles and language... ( <i>travel abroad</i> )
<b>Adaptable, flexible</b>	Worked full time, earning 100% of educational and personal expenses... ( <i>off-campus work experience</i> )
<b>Analytical/ problem/solving</b>	Responding to student desires, assisted with accreditation of the American Chemical Society Student Affiliate Chapter ( <i>Student club</i> )
<b>Teamwork</b>	Completed many team projects for class such as ( <i>class assignment</i> ) Participated in varsity field hockey for four years ( <i>athletics</i> ) Member Philosophy Club 1996-99 ( <i>extracurricular activity</i> )
<b>Integrative and Life-Long Learner</b>	Advanced from participant in freshmen orientation program to peer counselor and program organizer ( <i>student activity</i> )
<b>Mathematics</b>	Using Access, developed database for senior research project entitled... ( <i>Class project</i> )
<b>Foreign Language</b>	Lived closely with twelve students and professor in secluded area... ( <i>study abroad</i> )

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# FORMATTING YOUR RESUME

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Now that you've completed the Resume Worksheets, you are ready to determine which resume format is best for you. Reviewing resume samples can help you make that determination. Several are included in this booklet. Career Services has many more samples categorized by the four schools at SU. Review them for additional options on style and content. Remember that a resume is a personal advertisement for you. You want the resume to sell you to an employer; so include positive selling points and eliminate negatives or weaknesses. Arrange the content to your best advantage: strongest selling points first. A common sequencing of data for new college graduates follows:

## **EDUCATION**

### **RELEVANT COURSEWORK**

**RELATED EXPERIENCE** (can include internships, paid/unpaid jobs, cooperative education, service learning, travel, conferences, presentations, research, language, publications, clinicals and student teaching, accomplishments, technical skills, campus activities, volunteering, class projects)

**RELATED SKILLS AND ABILITIES** (content or major related skills as well as general skills)

### **EMPLOYMENT HISTORY**

### **PROFESSIONAL AFFILIATIONS/HONORS/AWARDS**

### **ADDITIONAL ACTIVITIES**

# Student Sample

[Students@salisbury.edu](mailto:Students@salisbury.edu)

Permanent Address  
1101 Camden Ave  
Salisbury, MD 21801

Current Address  
SU Box 2212  
Salisbury, MD 21801

**Education** Bachelor of Arts in Communication Salisbury University, Salisbury, MD  
Major Concentration: Mass Media Major GPA 3.1/4.0  
Minor: History May, 2005

## Relevant Coursework

Journalism	Writing for Broadcasting	Producing the News
Producing	Broadcast Journalism	Human Communication
Public Relations	Persuasion	Television Production

## Related Skills

### *Mass Media*

- Proficient writing skills in the area of Broadcast Journalism
- Competent Knowledge of Public Relations with a positive and poised ability to speak.
- Hands on experience in the production of a television news program.
- Extensive knowledge of standard television non-linear editing systems.

### *Leadership and Teamwork*

- Regional delegate for the 1995 International Pi Lambda Phi Fraternity convention
- Acted as President and New Member Director for Fraternity.
- Participated in the creation and development of SU's Television news program.
- News Director for SU TV-12 Campus Spotlight.

### *Computer Skills*

- Advanced Knowledge of HTML and JavaScript
- Substantial Knowledge of Microsoft Office, Word 98, PowerPoint, Corel, Adobe PhotoShop, and Micrographix.
- Completely proficient in Windows 3.1/NT/95-98, working knowledge of C++.
- Authored multiple web pages

### *Organizational Skills*

- Co-organized the largest Blood Drive on the Eastern Shore.
- Active participation in the organization of the 1997 Conclave for Pi Lambda Phi.
- Organized District Banquets for and coordinated Alumni activities for Homecoming.

## Employment History

*Computer Salesperson*, Staples, Glen Cove, NY Summer, 2003

- Assisted and advised customers on computer sales and various software applications.

*Teachers Assistant*, Big Apple Games, Queens NY Summer, 2002

- Worked towards the organization of various activities for underprivileged youth.

## Activities

- Member of Salisbury University's Greek Council
- Member of Inter-fraternity Council
- Intramural sports including softball, football and soccer
- Member of Television Club at Salisbury University.

## Example of Skills and Abilities Resume

### NAME

SU Box 1852  
Salisbury, MD 21801  
410-548-3456  
E-mail address here

11 Riverdale Avenue  
Old Bridge, NJ 03378  
798-098-4567

### EDUCATION

Bachelor of Science December 2004  
Franklin P. Perdue School of Business  
Salisbury University, Salisbury, MD  
Major: Business Administration  
Concentration: Management Major GPA 3.5/4.0

#### Related Course Work

- \* Completed two Disney Electives: Successful Self-Management and Quality Improvement Process as part of internship
- \* Small Business Consulting
- \* Human Resource Management

### SKILLS AND ABILITIES

#### Operations/Management

- \* Analyzed inventory levels and prepared reports
- \* Entered purchase orders and requisitions
- \* Provided computer-generated tax breakdowns for clients
- \* Successfully managed inventory to increase profits on a monthly basis
- \* Maintained accurate payroll records
- \* Assisted in packaging 1200 daily company payrolls
- \* Combined quarterly earnings reports with proper paperwork
- \* Updated nightly traffic sheets for distribution

#### Sales/Marketing

- \* Designed product presentation for start-up of historical society souvenir shop
- \* Executed daily operations of sales merchandise
- \* Coordinated customer service inquiries to key departments
- \* Implemented sales merchandise displays and marketing strategies
- \* Excellent communication and organizational skills

#### Computer

- \* Microsoft Windows; WordPerfect; Microsoft Office: Word, Excel; Quattro Pro; Netscape, PowerPoint

### EMPLOYMENT HISTORY

<b>Human Resources Assistant</b> , Salisbury State University, Salisbury, MD	Fall 2003
<b>Quality Control Temp</b> , Automatic Data Processing, Dayton NJ	Summer 2003
<b>Merchandise Hostess</b> , Walt Disney World College Internship, Orlando FL	Spring 2003
<b>Client Services Assistant</b> , Automatic Data Processing, Dayton NJ	Winter 2003
<b>Financial Services Clerk</b> , Salisbury State University, Salisbury, MD	Summer/Fall 2002

### ACTIVITIES

Co-Treasurer, Phi Mu Sorority  
Volunteer, Habitat for Humanity  
Certified Scuba Diver

NAME

local address:  
Salisbury University  
College Box 372  
Salisbury, MD 21801  
(410)543-8015

permanent address:  
511 Gary Road  
Bethany Beach, DE 19930  
(302) 555-9871

Email Address

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**EDUCATION**

**Salisbury University**  
**Bachelor of Arts**, Thomas E. Bellavance Honors Program May, 2003  
Major **Economics**, minors **Mathematics** and **Computer Science**

**RELATED EXPERIENCE**

**Market Research**  
**Intern, Semiconductor Industry Service, Dataquest, Inc.**, San Jose, CA  
Interfaced with research staff, industry experts, and clients.  
Wrote and helped publish six 15- to 30- page research profiles on major U.S. semi-conductor manufacturers. Summer 2002.

**Sales Support**  
**Sales Assistant, Electronic Systems, Siemens Aktien Gesellschaft**, Erlangen, Germany.  
Supported sales department for electronic systems to the food and paper industries. Formulated planning models and graphs on personal computer. Summer 2000.

**Financial Planning**  
**Intern, Annual Planning Department, Frito-Lay, Inc.**, Dallas TX  
Participated in the corporate financial planning process. Generated profit and loss income statements under numerous scenarios of sales mix and production allocation. Summer 2001.

**Communications**  
**Office Assistant, Marketing Communications Dept., Mostek Corporation** (a division of United Technologies), Carrollton, TX.  
Assisted marketing professionals in varied daily tasks and special fifteenth anniversary activities. Summer 2000.

**Advertising**  
**Intern, Communication Plus - Advertising/Public Relations**, Richardson, Texas. Selected in open competition from school district-wide pool of recommended applicants for pre-professional internship in advertising. Fall semester 1999.

**OTHER EXPERIENCE**

**Counseling**  
**Resident Assistant**, Salisbury University. Liaison between students, deans, housekeeping and maintenance staff. Fall 2001 to May 2002.

**Co-Coordinator and Facilitator, SU Relations Workshop**, 2002.  
Helped plan and conduct Racism Awareness workshops. Presented a Controversial video tape and effectively led discussions on racial issues. Fall 2000 and 2002.

**Organizational**  
**Budget Committee**, Salisbury University. Served on Executive committee that allocates and manages \$200,000 Student Activities Fund. Served on subcommittees for hiring paid treasurer and staff, purchasing student body vehicles, and implementing a new computer accounting system. Fall 2000 to Fall 2001.

**Academic**  
**Consultant**, Salisbury University Computing Center. Assisted Student users in word processing, programming and computing problems on PRIME 9950 minicomputer, SUN workstations, and APPLE Macintoshes. Spring 2000.

# Sammy Salisbury

## present address:

1101 Camden Avenue  
Salisbury, MD 21804  
410-708-0000

E-Mail: [jlmo6988@students.salisbury.edu](mailto:jlmo6988@students.salisbury.edu)

## permanent address:

1435 Fire Road  
Camden, DE 19688  
302-689-0000

E-Mail: [Watkins@hotmail.com](mailto:Watkins@hotmail.com)

## EDUCATION

### BACHELOR OF SCIENCE

May 2004

Salisbury University, Salisbury, MD

Overall GPA: 3.3/4.0

Major: Elementary Education

Minor: Communication Arts

Certification: Grades K-8

\*Certified in American Red Cross CPR and First Aid/Safety

May 2003-Present

\*Multiple Scholarship Recipient

## PROFESSIONAL EXPERIENCE

**Student Teacher:** North Salisbury School, Salisbury, MD

September - October 2001

- Science - Grade 5, Magnet (gifted and talented)
- Developed creative standards-based science lessons for academically gifted students
- Developed a metric system unit utilizing multiple approaches to assess student understanding

**Student Teacher:** North Salisbury School, Salisbury, MD

October - December 2001

- Science, Math, Reading, English, Soar to Success - Grade 3
- Developed hands-on, standards-based science lessons for heterogeneously grounded students
- Developed hands-on, standards-based math lessons incorporating real-life applications
- Utilized the Houghton Mifflin Literacy series in planning reading instruction

**Student Coordinator:** Teacher Education Consortium on Service-Learning (Grant) 2002-present

- Assisted professors in utilizing service learning as a teaching tool
- Used Blackboard.com to communicate with grant participants, i.e. professors throughout MD
- Helped to plan Service Learning Conference and designed web page

**Leaders Club Counselor:** Kent County Parks & Recreation, Worton, MD

Summers 2001-2002

- Work with fourteen 7<sup>th</sup>-9<sup>th</sup> graders, completed many service learning projects, practiced conflict resolution through Help Increase the Peace and advanced community awareness

**Computer Lab Monitor:** Salisbury University, Salisbury, MD

Jan - Nov 2000

- Assisted students/staff with computer questions, monitored multiple printers

**Peer Counselor:** Salisbury University, Salisbury, MD

Fall 2000

**Tutor/Mentor:** Queen Anne's County High, Centreville, MD

Sept. 1997-May 1998

## COMPUTER SKILLS

Blackboard, Windows 98, Microsoft Word, FrontPage, Access, Excel, Publisher, PowerPoint, Word Perfect, E-Mail, Internet Application, Jackson Grade Quick

## ACTIVITIES AND INTERESTS

Member - Children's Theatre Ensemble

Fall 2000-Present

Treasurer - Kappa Delta Pi (Honorary Education Society)

Spring 2000-Present

Secretary - Sophanes Student Theatre Group (elected)

Fall 2000-Present

Member - 4-H/4-H All Star (8 yrs. Experience as camp counselor and 4-H Instructor)

Fall 1990-Present

Committee Chairperson- Welcome Week (for incoming freshmen to SU)

Jan-Sept 2003

Secretary - Residence Hall Association (elected)

Fall 1998-Fall 2000

Stage Manager - SU Theatre

Fall 2000

# SAMMY SEAN

4123 Wild Bass Way  
Salisbury, MD21804

(443 555-5555  
Sammyseagull@hotmail.com

## Objective

Seeking the position of Management Trainee utilizing my business and communications background.

## Education

Bachelor of Arts in Communication Arts, Cum Laude May 2004  
Salisbury University, Salisbury, MD GPA: 3.4/4.0  
Concentration: Interpersonal Communication Minor: Marketing Management

## Professional Coursework

- Examined fundamentals of sales and promotion management, retailing, and managerial communication
- Performed more than 20 professional presentations to peers individually and in teams
- Elected several times by peers to fulfill role of team leader
- Collaborated to create unique advertising campaign, sales strategy, and business plan
- Wrote over 60 college essays and reports
- Researched various businesses and assessed problems and solutions
- Developed proficient interpersonal communication skills

## Employment History

- Senior Crew Member:* Horticulture/Recycling, Salisbury University Aug. 2001- Present
- Worked unsupervised on weekends (the only student employee so trusted)
  - Managed crew of 4 during supervisor's vacations
  - Assisted in evaluating and determining crew duties and performance
  - Trained new-hires and offered hiring recommendations
- Cook/Cashier:* Pizza Pizza, Ocean Pines, MD Sep. 2000-Aug. 2001
- Managed cash register of up to \$2500 and performed daily cash-out to delivery drivers
  - Cross-trained to cook, answer phones, wait tables, and deliver
- Filter Assembler:* Filteck, Salisbury, MD Jan. 2000-Sep. 2000
- Assisted supervisor in managing crew of 9 and training new-hires
  - Soldered and assembled complex filter components
  - Read and interpreted engineering blue-prints
- Sales Associate:* Circuit Sales, Salisbury, MD Jun 1999 - Jan. 2000
- Specialized in cell phone sales, contracts, and customer service
  - Assessed customer needs, questions, and concerns
  - Demonstrated and explained options, solutions, service features
- Floor Administrator:* Carefree Express CallingCard, Salisbury, MD Apr. 1998- May 1999
- Monitored inbound telemarketing call quality and service levels
  - Coordinated availability of agents with call demand
  - Evaluated employee performance and progress
  - Enforced rules, requirements, and expectations
  - Promoted twice in two years

## Affiliations and Awards

Member Newman Club Board of Directors  
Senior Peer Counselor for Newman Club  
Member Salisbury University Bowling Club  
Member Maryland State Racquetball Association  
Participant Intramural Sports- Racquetball, Softball, Golf, Soccer  
Member Merritt Racquetball and Fitness Center  
Member Lambda Phi Eta- National honor society requiring 3.5+ GPA in Communication Arts  
Member Alpha Sigma Lambda- National honor society requiring 3.4+ overall GPA  
Dean's List

## DOUG B. FARRIER

234557 Bratt Road \* Salisbury, MD. 21807 \* 443-555-5555 \* [daaaager94@hotmail.com](mailto:daaaager94@hotmail.com)

### EDUCATION

Candidate for Bachelor of Science  
Salisbury University, Salisbury, MD.  
Major: Physics GPA: 3.4/4.0  
\*Worked part time while carrying full credit load

December 2004

### PHYSICS BACKGROUND

Lab Assistant, Salisbury University, Salisbury, MD.  
→ Repaired and maintained equipment in the Engineering Department  
→ Reviewed and carried out daily procedures for operating lab equipment  
→ Tested new computers for efficiency  
→ Performed diagnostic operations on computers and corrected problems  
→ Installed hardware and software to specifications  
→ Diagnosed lab equipment malfunctions  
→ Repaired sensitive lab equipment  
→ Utilized oscilloscopes, voltmeters, ammeters, and engineering lab equipment

May 2002 - Present

Student in Physics Classes

→ Collaborated with a team of 4 on an engineering design project  
→ Assembled a strain-gage scale with limitations  
→ Developed budget, dimensions, weight, and minimum and maximum holding capacity  
→ Designed the strain-gage using the computer program "Pro-Engineer"  
→ Reviewed current literature on mechanical, electrical, and chemical engineering  
→ Developed and implemented algorithms using C++ and Matlab programs  
→ Performed labs experimenting with electrical engineering principles  
→ Included digital logic design and signal and systems processing  
→ Designed and performed experiments showing characteristics of different solar cells  
→ Implemented some solar cell experiments using the "Logger Pro" computer program  
→ Authored a 45 page research paper including economic feasibility as energy source

### ACTIVITIES AND HONORS

Phi Beta Epsilon  
Institute of Electrical and Electronic Engineering (IEEE)  
American Society of Mechanical Engineers (ASME)  
Volunteer member in youth group  
→ Traveled to and taught at Navajo reservation in New Mexico

### EMPLOYMENT

General Manager  
Nights Market, Salisbury, MD.  
Macks Market, Salisbury, MD.  
→ Supervised 3-5 employees  
→ Created displays to maximize customer interest based on art and business classes  
→ Promoted to assistant manager after 1 year at Jacks Market

June 2002 - June 2003

June 1998 - June 2002

**Education**

Bachelor of Science in Elementary Education	summa cum laude	May 2004
Salisbury University, Salisbury, MD	GPA 3.8 / 4.0	Praxis I & II Passed
Minors: Spanish and Psychology	EDUC GPA 4.0 / 4.0	Minor GPA 4.0 / 4.0

**Professional Development****Teacher**

*Migrant Program at Princess Anne Primary School, Princess Anne, MD* Summer 2004

Grade 2-3 18 ESL and Special Needs students (Down's syndrome, preliterate)

- Developed a full curriculum of creative, student-centered units and lesson plans in all subject areas for a multilevel ESL group based on, but without the use of, Project Smart's televised lessons and objectives
- Coped with limited funding and supplies by networking with teachers, administrators, and librarians creating the most beneficial lessons for the students and contributing my own time and resources to make materials
- Clarified instruction for mainstreamed Hispanic students by explaining and translating materials into Spanish
- Fostered the development of English fluency and understanding of key concepts by utilizing cooperative learning, home-made manipulatives, hands-on activities, and related visual cues

**Long Term and Short Term Substitute Teacher**

Spring 2004

*Somerset County Public Schools, MD*

Grade 1 18 high level students; various grades and levels in the county

- Created student-centered units and lesson plans in all subject areas based on the county curriculum
- Supervised and managed class via various classroom management techniques to facilitate learning
- Communicated with parents on their child's progress through letters, conferences, and report cards

**Student Intern**

*Princess Anne Primary School, Princess Anne, MD* Fall 2004

Grade 1 18 low level and special needs students (ADHD, retardation, learning and speech problems)

- Collaborated in IEP meetings providing insight, citing examples of student behavior, and explaining students' needs to other members of the board including parents
- Taught reading intervention lessons to emergent readers stressing phonics and syntax.

*Westover Elementary School, Westover, MD*

Spring 2004

Grade 3 23 low level and special needs students (ADHD, learning and speech problems)

- Participated in weekly team meetings and collaborated with teachers
- Taught technology lessons using various forms of media i.e. computer lab, tape recorder, overhead projector

**Study Abroad**

*Malaga, Spain* Summer 2003

- Studied art, architecture, history and culture with native instructors in a Spanish University
- Immersed in culture and lived with a Spanish family

**Other Experience**

**Mentor**, *PAL Program*; mentored an at-risk first grade boy in Chipman Elementary School, Salisbury, MD

**Volunteer**, *Project TEACH*; developed and team taught lessons to promote self-esteem for a second grade class in Fruitland Primary School, Fruitland, MD

**Seminars Attended**: Project Learning Tree, Motivating the Unresponsive Student, Strengthening Achievement Through Development Assets Building, What Teachers Already Know about Good Teaching: Some ELL Applications, K-12 Writing for English Language Learners, Managing Strategies and Maximizing Learning: Applications of the Center Based Model for Rural ESOL Practitioners, Using Cooperative Learning Structures to Improve Teaching

**Consistently held jobs** (20-25 hours/week) such as waitress at Fratelli's, undercover detective for Boscov's, assistant bookkeeper for Five Towns College auditor for RGIS inventory specialists and floor associate for Wal\*Mart.

**Computer Experience**

Windows XP, MS Word 2000, Internet, AS400, Excel (basic)

## DESCRIBING YOUR EXPERIENCE: ACTION WORDS

Describe your experience in simple language using strong verbs. The following list may be helpful. Verbs in **BOLDFACE** often appear in official descriptions of required experience. These and certain •inside words• are sometimes called •buzz words• because they trigger a favorable response from knowledgeable examiners.

accelerated	chose	diminished	grabbed
accomplished	classified	<b>DIRECTED</b>	graded
accounted for	cleared up	discovered	granted
achieved	closed	discussed	greeted
acquired	collected	distributed	grossed
added	combined	documented	guided
addressed	commented	drafted	handled
adjusted	communicated	dramatized	hastened
<b>ADMINISTERED</b>	compared	drew up	heightened
<b>ADVISED</b>	compiled	dropped	helped
aided	completed	earned	highlighted
allocated	composed	<b>EDITED</b>	hiked
alphabetized	computed	educated	housed
<b>ANALYZED</b>	conceived	elected	hunted
answered	conceptualized	eliminated	identified
anticipated	concluded	employed	<b>IMPLEMENTED</b>
appeared	conditioned	encouraged	improved
applied	conducted	endorsed	included
appointed	considered	enjoyed	incorporated
appraised	constructed	enlarged	increased
approved	consulted	enlisted	indexed
arbitrated	continued	ensured	indicated
argued	contracted	entered	<b>INITIATED</b>
arranged	controlled	<b>ESTABLISHED</b>	influenced
assessed	converted	estimated	innovated
assigned	convinced	<b>EVALUATED</b>	inspected
assisted	<b>COORDINATED</b>	examined	installed
assumed	copied	excelled	instructed
assured	corrected	executed	insured
attended	counseled	exercised	interpreted
audited	counted	expanded	interviewed
authored	crafted	expedited	<b>INTRODUCED</b>
authorized	created	experienced	investigated
awarded	credited	experimented	involved
began	critiqued	explained	issued
bolstered	cut	explored	joined
boosted	debated	expressed	kept
bought	dealt	extended	labored
briefed	<b>DECIDED</b>	familiarized	launched
brought	defined	filed	learned
budgeted	delegated	filled	leased
built	delivered	financed	lectured
canceled	demonstrated	focused	led
calculated	described	forecast	licensed
cataloged	designed	foresaw	listed
caught	determined	<b>FORMULATED</b>	located
caused	<b>DEVELOPED</b>	forwarded	logged
chaired	devised	fostered	made
changed	diagnosed	found	maintained
checked	did	gathered	<b>MANAGED</b>
chopped	digested	gave	mapped
matched	measured	met	monitored
maximized	mediated	modified	motivated

moved  
named  
**NEGOTIATED**  
netted  
observed  
opened  
operated  
ordered  
**ORGANIZED**  
overcame  
oversaw  
paid  
painted  
participated  
perceived  
performed  
**PERSUADED**  
pioneered  
placed  
**PLANNED**  
played  
policed  
prepared  
presented  
prevailed  
processed  
procured  
produced  
profited  
programmed  
prohibited  
projected  
promoted  
proofed  
proposed

proved  
provided  
published  
purchased  
pursued  
put  
qualified  
quicken  
ran  
ranked  
rated  
realized  
received  
recognized  
**RECOMMENDED**  
reconciled  
recruited  
reduced  
regulated  
renovated  
replaced  
replied  
reported  
represented  
researched  
rescued  
responded  
resulted in  
returned  
revamped  
revealed  
reviewed  
revised  
saved  
saw

scheduled  
scouted  
screened  
scrutinized  
selected  
sent  
served  
serviced  
set  
shipped  
shored up  
showed  
sifted  
simplified  
smoothed  
**SOLVED**  
sorted  
sought  
spearheaded  
specified  
spoke  
started  
stated  
stopped  
straightened  
streamlined  
strengthened  
stripped  
studied  
**SUBMITTED**  
substituted  
suggested  
summarized  
**SUPERVISED**  
supported

surmounted  
surveyed  
tackled  
targeted  
taught  
tested  
tightened  
took  
took over  
totaled  
toured  
tracked  
trained  
transferred  
transformed  
translated  
transported  
traveled  
treated  
turned  
tutored  
typed  
uncovered  
unearthed  
unfurled  
updated  
upped  
used  
visited  
welcomed  
won  
worked  
**WROTE**