

Springfield College Education Candidate Resume Guide



Springfield College Career Center

To make an appointment stop in or call

Main Level Richard B. Flynn Campus Union (Across from the POD)

Phone: 413-748-3222

Educator Candidates Specific Resume Tips and Samples

Your resume should reflect YOUR unique experiences however, please see the enclosed samples for ideas

Bachelor Degree Resume Samples: Start on page 5

- Sample 1 Early Childhood
- Sample 2 Elementary Education, U.S. History and the Political Process
- Sample 3 Elementary Education, Teacher of Students with Moderate Disabilities
- Sample 4 Secondary Education, Math
- Sample 5 Health Promotion for Schools and Communities
- Sample 6 Movement and Sport Studies, Health
- Sample 7 Art Education

Master Degree Resume Samples: Start on page 18

- Sample 8 Elementary Education, Teacher of Students with Moderate Disabilities
- Sample 9 School Counseling
- Sample 10 Physical Education
- Sample 11 Secondary Education, Biology

Action Verbs List: Page 25

Education Candidates resumes can be 1 – 2 pages long

Half page fold test:

If you fold the first page in half, make sure Education, Teaching License, MTEL status & Experience, with bullets is visible on the top fold.

Employers want to know...

- Is the candidate fully licensed?
- What is their experience with this population?
- Did they achieve success with students, raise test scores, and implement any programs?
- Do they have any experience with diverse populations?

Be sure to identify the population for each experience

- What grades?
- Urban or Suburban setting?
- Inclusion classroom?

Reference any specific units you taught.

Include specific texts and technologies used

Incorporate the current jargon of your field

Highlight any experience with:

- 1) Curriculum Planning
- 2) Management/Discipline
- 3) Differentiation of Instruction
- 4) Data Analysis and assessment of student learning
- 5) Parent Communication & Professionalism

SC Bachelor Degree Education Licensure Programs

Early Childhood

Springfield College, Springfield, MA May 2019
Bachelor of Science in Psychology and Education
License: Early Childhood Education, PreK-2
Passed all sections of MA Tests for Educator Licensure

Elementary Education

Springfield College, Springfield, MA May 2019
Bachelor of Arts in English and Education
License: Elementary Education, 1- 6
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Math and Computer Technology and Education
License: Elementary Education, 1- 6
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in American Studies and Education
Concentration: U.S. History & the Political Process/American Social Issues/American Literature
License: Elementary Education, 1- 6
Passed all sections of MA Tests for Educator Licensure

Elementary Education and Special Education

Springfield College, Springfield, MA May 2019
Bachelor of Arts in English and Education
License: Elementary Education, 1- 6 & Teacher of Students with Moderate Disabilities PreK -8
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Math and Computer Technology and Education
License: Elementary Education, 1- 6 & Teacher of Students with Moderate Disabilities, PreK -8
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in American Studies and Education
Concentration: U.S. History & the Political Process/American Social Issues/American Literature
License: Elementary Education, 1- 6 & Teacher of Students with Moderate Disabilities, PreK -8
Passed all sections of MA Tests for Educator Licensure

Secondary Education

Springfield College, Springfield, MA May 2019
Bachelor of Arts in English and Education
Licenses: English, 5-12
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Math and Education
Licenses: Math, 5-8, 8-12
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Biology and Education
Licenses: Biology, 8-12
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in History and Education
Licenses: History, 5-12
Passed all sections of MA Tests for Educator Licensure

Elementary and/or Secondary Education

Springfield College, Springfield, MA May 2019
Bachelor of Science in Art and Education
Licenses: Visual Arts, PreK-8, 5-12
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Art Therapy and Education
Licenses: Visual Arts, PreK-8, 5-12
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Health Promotion for Schools and Communities
License: Health/Family and Consumer Sciences, All
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Movement and Sport Studies
Licenses: Physical Education, PreK-8, 5-12
Passed all sections of MA Tests for Educator Licensure

Springfield College, Springfield, MA May 2019
Bachelor of Science in Movement and Sport Studies
Concentration: Physical and Health Education
Licenses: Health/Family and Consumer Sciences, All & Physical Education, PreK-8, 5-12
Passed all sections of MA Tests for Educator Licensure

SAMPLE RESUME #1

Jane Springfield

4 Main Street
Ludlow, MA 01987
(413) 555 -8695

jspringfield@springfieldcollege.edu
www.linkedin.com/in/janespringfield

Objective: *An early childhood practicum that demands a creative and strong teaching style.*

Education: Springfield College, Springfield, MA **May 2019**
Bachelor of Science in Psychology and Education
License: Early Childhood Teacher, Pre K - 2
Passed all sections of the Massachusetts Tests for Educator Licensure
G.P.A. 3.7

Teaching Experience:

Lead Teacher, *Mulberry Childcare and Preschool, Wilbraham, MA* **May 2018–present**

- Practice emergent curriculum based on children's interests in a 3 year old class
- Manage classroom behaviors through redirection and positive reinforcement
- Serve on the Parents Advisory Committee
- Coordinate team-building events for staff meetings
- Attend workshops on portfolio assessment and behavior modification

Student Teacher, *Stony Hill Road Elementary School, Wilbraham, MA* **Fall 2017**

- Implemented developmentally appropriate 2nd grade lessons including standards from The MA Common Core in a suburban school
- Demonstrated the Principles of Effective Teaching through, individual one-on-one, small group and whole class interactions
- Created evaluations and assessments to measure students learning
- Instructed mathematics lessons using the "Investigations" series
- Facilitated and guided reading groups using the "Houghton Mifflin" series
- Promoted an environment that required shared learning and shared responsibilities
- Received training on third and fourth grade MCAS testing

Student Teacher, *Mile Tree Elementary School, Wilbraham, MA* **Spring 2017**

- Taught 2nd grade students units on Reading Strategies
- Developed and instructed two of three developmentally appropriate lessons per week touching on all of the multiple intelligences
- Observed the creation of an Individual Education Plan (IEP)
- Obtained and implemented effective classroom management skills
- Assisted in the evaluation of children through portfolio assessment
- Participated in planning and attended the Parents Open House

Student Teacher, *Hillside Elementary School, Monson, MA* **Fall 2016**

- Developed and executed three integrated thematic units in a kindergarten classroom
- Created a documentation panel to show childrens' development through project approach
- Completed three weeks of independent teaching
- Assisted in collecting data to use in evaluation of childrens' academic progress

J. Springfield Page 2

Student Teacher, *Armory Square Childcare*, Springfield, MA

Fall 2015

- Evaluated students through developmental checklists in a diverse, urban preschool
- Facilitated group activities in morning routine in combined Prekindergarten/Kindergarten
- Practiced cooperative learning, inquiry based, and shared learning through thematic lessons

Student Teacher, *East Street Elementary School*, Ludlow, MA

Spring 2015

- Assessed an individual child and developed specialized plan to make the child successful in daily routines
- Acquired and implemented new classroom management techniques

Related Experience:

Camp Director, *Camp Toto*, Springfield, MA

2012-2014

- Supervised and evaluated staff in a day camp
- Oversaw group of thirty children ages 5 to 14
- Designed a program, which promotes a safe and fun atmosphere
- Improved and developed new policies and procedures to the program
- Created and organized an orientation program for all parents and staff

Substitute, *Hillside Elementary School*, Kindergarten, Monson, MA

May 2012

- Instructed kindergarten classroom full time for two weeks during kindergarten screenings
- Implemented lesson plans, adapting in response to daily students' needs

Art Director, *Ludlow Boys and Girls Club*, Ludlow, MA

2010-2012

- Team-taught in preschool art lessons at an afterschool program
- Served as camp counselor to student in summer art camp
- Attended twelve hours of training on behavior modification and creative activities

Leadership Experience:

Leadership Training Conference, *Springfield College*, Springfield, MA

2017

- Strengthened and developed leadership qualities
- Learned tools to help in becoming an effective leader

Volunteer, *New Horizons in Haiti*

May 2016

- One of eleven students chosen to travel to Haiti to provide humanitarian support to orphanages, schools and hospitals
- Instructed in a first grade classroom for two hours
- Organized fund raising

Professional Development and Certifications:

Mulberry Childcare Training, Workshop Presenter

October 2018

The Importance of Books in Early Childhood Education

- Organized and taught workshop
- Received recognition from company for workshop

Lead Teacher Certification

May 2018

CPR and First Aid Certified

May 2018

SAMPLE RESUME # 2

Washington Springfield
wspringfield@springfieldcollege.edu

Permanent Address

123 Main Street
Apartment #4
Hartford, CT 06100
(555) 787- 4736

School Address

Box #5555
Springfield College
263 Alden Street
Springfield, MA 01109

OBJECTIVE: To obtain an elementary education practicum in an urban setting

EDUCATION:

Springfield College, Springfield MA May 2019
Bachelor of Science in American Studies and Education
Concentration: U.S. History and the Political Process
License: Elementary Education, 1-6
Passed all sections of the MA Tests for Educator Licensure

TEACHING EXPERIENCE:

Student Teacher, Gerena Elementary School, Springfield, MA Spring 2018

- Created and applied lesson plans for 25 fifth grade students in a diverse, inclusive classroom setting
- Created a curriculum unit based on the standards for Massachusetts public school systems and the standards for a transitioning level four school
- Integrated Massachusetts Curriculum Frameworks standards into each lesson plan
- Presented developmentally appropriate and stimulating teaching materials, including math manipulatives and history, across all content areas and adapted all lessons to meet students' needs
- Maintained a safe classroom atmosphere by using a rewards/consequences system
- Worked in partnership with other specialists to ensure that every students' academic needs were met and that each student was progressing at grade level

Student Teacher, Grade 3, Maple Elementary, East Longmeadow, MA Fall 2018

- Implement mathematics, science and literacy curriculum, incorporating MA Curriculum Frameworks in lesson planning
- Administer successful proactive classroom management plan with Make Your Day, demonstrating effective behavior management with 22 students
- Develop strong relationships and communication with parents from varied backgrounds through e-mail, face-to-face contact and phone communication
- Participate actively in staff meetings, addressing problems concerning community support, management in construction zone and preparation for MCAS
- Differentiate instruction to meet all needs, including those of five ELL students

Springfield College, Springfield, MA Spring 2018

Best Practices for Teaching and Learning Science – DeBerry Elementary School

- Analyzed Curriculum Frameworks and developed understanding of teaching science based on the principles
- Applied understanding of science principles to teaching elementary children with a variety of learning styles and abilities

Springfield College Academic Support Center, Springfield MA 2016 - 2018

History and English Tutor

- Provided assistance to students taking courses offered by the History and English Departments at Springfield College
- Tutored peer college students in Shakespeare, World History, British Literature, Western Civilization, Making of the Modern World and APA format

CO-CURRICULAR INVOLVEMENT:

Humanics in Action, Springfield College 2016 - present

Volunteer

- Participated in a day of campus service-learning with the goal of increasing college community involvement
- Worked each year with at-risk elementary aged students at a Springfield Public School
- Served as a role model, participated in an art unit and increased college awareness
- Participated in hand-on service learning through revamping and improving playground, maximizing space and encouraging physical activity

New Student Orientation (NSO) 2017

Leader for Transfer Students

- Helped new students acclimate to the spirit and traditions of Springfield College
- Ran educational and recreational programs over the course of a three-day long intense orientation program
- Assisted in helping new students become comfortable with their new school and surroundings
- Provided support to students as they moved through their first year on campus

Partners Program 2016 - 2017

Tutor

- Work with inner city youth to help complete homework and do recreational activities designed to enhance character and team-work skills
- Served as a role model to 10 year old at-risk youth

Habitat for Humanity 2016 - 2017

Volunteer

- Participated in both local chapter and Springfield College club
- Provided community outreach by assisting local residents with seasonal work
- Ran fundraisers – car wash, gift wrapping, and carnival activities

Varsity Soccer 2016 - 2017

NEWMAC Champions 2016

SAMPLE RESUME # 3

Jane Humanics

(555) 768-9378

Jhumanics@springfieldcollege.edu

School Address
263 Alden Street
Springfield College, Box
Springfield, MA 01109

Home Address
7 Elm Street
Meriden, CT 06988

Objective

An elementary education practicum that guides students to self-construct knowledge and experiences as well as use and reveal critical thinking skills through performance based tasks.

Education

Springfield College, Springfield MA

Bachelor of Arts in English and Education

License: Elementary Education, 1-6 & Teacher of Students with Moderate Disabilities, Pre-K -8

Passed all sections of MA Tests for Educator Licensure

May 2019

GPA: 3.7

Academic Honors

Springfield College Outstanding Senior Award

President's Scholarship

Member of Kappa Delta Pi-International Honor Society in Education

Member of Sigma Tau Delta Honor Society in English

2019

2015 - 2019

2011 - 2014

2011 - 2014

Teaching Experience

Practicum Teacher, **Kensington Avenue Magnet Elementary School**, Springfield, MA

Spring 2018

- Manage 2nd grade inclusion classroom in absence of cooperating teacher in diverse urban school
- Utilized Responsive Classroom and Cornerstone Reading techniques
- Develop and teach units in Science, concentrating on insects, in Social Studies, concentrating on culture, and Mathematics
- Incorporate technology into lesson planning, including the use of online video-streaming, smart-board technology, & iPad resources
- Differentiate instruction based on student needs and learning styles
- Lead guided reading and discussion groups during the language arts period
- Administer mathematics, reading, social studies and science tests to small groups
- Conduct formal and informal assessments throughout practicum experience
- Reflect daily on teaching experience and identified areas for further professional development
- Record and present student progress to children and parents
- Work one on one with a student on an IEP as part of a case study
- Create a physical environment conducive to learning for students of all learning levels
- Participate in morning exercises, bus duty and lunch duty
- Attend seminar on legal issues to understand legal and moral responsibilities in classroom

Pre-Practicum Teacher, **Kensington Avenue Magnet Elementary School**, Springfield, MA

Fall 2018

- Led the morning meeting and small guided reading groups for 1st graders
- Reflected daily on teaching experience and identified areas for further professional development
- Identified appropriate materials and resources to further learning for all learning levels and abilities
- Modified lessons plans and activities to reach the needs of all learners, including English language learners

J. Humanics, page 2

Teacher Assistant, Soule Road Elementary School, Wilbraham, MA **Spring 2017**

- Assisted 5th grade students with math lessons
- Taught pre-algebra strategies

Mentoring Experience

Mentor, "Science Buddies", Springfield College, Springfield, MA **Fall 2016**

- Assisted 5th grade students from DeBerry Elementary School with science lessons, experiments, homework and activities
- Co-taught a partner created lesson, "Who is a Scientist" with science buddies

Mentor, Cornerstone Reading Program, Kensington Elementary, Springfield, MA **Fall 2016**

- Collaborated with two 5th grade students on month long reading project and presentation
- Assigned homework and activities to connect the students life to the reading

Mentor, Partners Peer-leadership Program, Springfield College, Springfield, MA **Spring 2015**

- Assisted two 4th grade girls from Kensington Elementary School with homework
- Worked together to complete team building and bonding activities

Professional Development

New England Reading Association 63th Annual Conference **Fall 2015**

- Attended sessions in effective teaching instruction and teacher reflection

Related Experience

Camp Counselor, Newington Parks and Recreation, Newington CT **Summers 2016 - Present**

- Supervised 1st-7th graders in camp activities

Coach, Newington Parks and Recreation Basketball Clinic, Newington CT **Winters 2016 - Present**

- Helped children grades 1-3 develop fundamental basketball skills

Lacrosse Camp Counselor/Coach, Peak Performance LX Camp, Springfield, MA **Summers 2016 - Present**

- Coached/refereed grades 7-12 clinic groups and teams in a residential camp

Coach, LaxPlus, South Windsor, CT **Fall 2015 - Present**

- Assisted 5th-12th grade girls with fitness, agilities and stick work program
- Coached and recruited new players during tournaments
- Organized and coached weekend clinics for 5th to 8th graders

Lacrosse Camp Counselor/Coach, Bowdoin Lacrosse Camp, Brunswick, ME **Summers 2015 - Present**

- Coached/refereed grades 7-12 clinic groups and teams in a residential camp setting

Volunteer Involvement

Clinician, Women in Sports Day, Springfield College, Springfield MA **Springs 2017, 2018**

Volunteer, Humanics in Action Day, Springfield College, Springfield MA **2015 - 2018**

- Participated in annual campus-wide day of service learning in local schools

Athletics

Division III Varsity Lacrosse **2014 - 2019**

- NEWMAC 1st team All-Conference selection **2018**
- NEWMAC All-Academic honorable mention **2017**
- NEWMAC All-Academic Selection **2016, 2017**
- Team Captain **2015 - 2018**

Division III Varsity Soccer **2014 - 2017**

- NEWMAC All-Academic Selection **2017**

MATTHEW SECONDARY

Msecondary@springfieldcollege.edu

777-555-0463

6 Humanics Hill Rd

Springfield, MA 01109

OBJECTIVE

To obtain a full time position teaching Math to Middle School Students in an Urban Setting

EDUCATION

Springfield College, Springfield, MA

Bachelor of Science in Math and Education May 2019

LICENSES: Math 5-8, 8-12

Passed all sections of the MA Tests for Educator Licensure

TEACHING EXPERIENCE

Practicum/Internship, Wilbraham Middle School, Wilbraham, MA Spring 2019

- Ran classroom instruction and management in a 6th grade suburban classroom for 300 hours
- Wrote lessons plans and taught lessons in Number Theory and Fractions, Data and Graphs, Ratios, Proportions and Percents, Geometry and Measurement, Algebra: Integers, Equations and Inequalities math units
- Implemented a classroom management system to keep student engaged and on task
- Provide assessments to all students within each unit of activity such as pre-tests and post-tests, chapters test and unit tests
- Attend parent teacher meetings
- Attend IEP's meetings
- Stay after school to help students in an individual setting
- Differentiate instruction to reach different learning styles
- Attend open house to educate families about curriculum and communication pertaining to the classroom

Pre-Practicum, Minnechaug Regional High School, Wilbraham, MA Fall 2017

- Observed instruction and management for 9th-12th grade suburban classroom
- Wrote lessons plans and taught lessons in Factoring, Solving Quadratic Equations by Graphing Operation with radical expressions, Distance Formula, Arithmetic Sequence and Series Logarithms, Exponential Systems math units
- Managed classroom behaviors according to policies and rules set forth by the cooperating teacher
- Provided assessments to all students within each unit of activity

Pre-Practicum, Van Sickle Middle School, Springfield, MA Fall 2017

- Observed classroom instruction and management for 6th grade urban classroom
- Wrote lesson plans and taught lessons in Data and Graphs, Converting Fractions to Decimals to Percents, Algorithms for Addition and Subtraction math units
- Managed classroom behaviors with the cooperating teacher
- Provided assessments to all students within each unit of activity

M. SECONDARY Page 2

RELATED EXPERIENCE

Substitute Teacher, Sutton Middle School, Sutton, MA 2017- Present

- Implemented daily lesson of teacher

Camp Counselor, Sutton Sports Camps, Sutton, MA 2017-Present

- Supervised 15-20 children in grades from K-12, coordinating game and activities

Mentor/Tutor, America Reads, Springfield, MA 2015-2019

- Tutor at risk students in Math and English at New Leadership Charter school
- Reinforced daily learning activities designed to develop literacy skills with kindergartners

Tutor, 5A, Springfield College, Springfield, MA 2016-2017

- Tutored high school students in Math, Statistics, and Biology

COMMUNITY INVOLVEMENT

Assistant High School Basketball Coach, Springfield, MA 2017-Present

- Help coached the women's basketball team at Putnam Vocational Technical High School
- Ran drills and helped individual players develop offensive and defensive techniques

Humanics in Action Day, Springfield College, Springfield, MA 2015-2017

- Organized donated books for distribution to Springfield Schools
- Planned and organized a Halloween party with a group of teen mothers at the YMCA
- Conducted yard work at an elder neighbor's house

Boston Half Marathon, Boston, MA October 2016

- Directed runners before and during race

Sutton Education Road Race, Sutton, MA May 2016

- Worked at the registration and scoring table

Milford Hospital, Milford, MA July–August 2016

- Volunteered in various hospital departments

ATHLETICS

Varsity Track Team Springfield College 2015- 2017

Intramural Sports, Springfield College 2015-2017

- Basketball

AWARDS/CERTIFICATIONS

Selected as "Top Student in Major" Math 2019

Kappa Delta Pi Honor Society Member 2017

Adult and Child CPR and AED- American Heart Association 2017

First Aid- American Red Cross 2017

SAMPLE RESUME # 5

SALLY HEALTH

Shealth@springfieldcollege.edu
4 Main St. Amsterdam, NY, 12010
(518)-555-1656

OBJECTIVE: To obtain a full time position teaching Health Education to High School Students

EDUCATION:

SPRINGFIELD COLLEGE, SPRINGFIELD, MA **May 2019**
Bachelor of Science in Health Promotion and Studies **GPA: 3.3**
License: Health/Family Consumer Sciences, All
Passed all sections of the MA Test for Educator Licensure

HEATH EDUCATION EXPERIENCE:

SPRINGFIELD COLLEGE, SPRINGFIELD, MA

Peer Health Educator

February 2016 - Present

Develop and teach health programs on:

AA: Alcohol Awareness: Looked at alcohol's impact on the body. Myths were dispelled through interactive games and educational activities. Used Fatal Vision Goggles. Learned to recognize signs of alcohol poisoning and how to help.

Dip & Don'ts: Taught students about dip and tobacco use, cessation techniques, statistics, and addiction.

Eat This, Not That: Educated on the importance of eating a healthy and balanced diet. Students learned the MyPlate guidelines, appropriate portion sizes for food and drinks through interactive events.

Girls Night Out: Addressed making smart decisions about which actions to take to avoid dangerous situations, understanding and following limits, and planning ahead for designated drivers.

Healthy Relationships: Through role-playing, quizzes, and other games participants learned the foundation for a healthy relationship, whether it be with a friend, family member, or romantic partner.

Safer Sex: Introduced safer sex to upper class students to reinforce that there are physical and emotional risks associated with all intimate acts. Learned the difference between "unsafe sex," "safer sex," and "abstinence," Methods of protection, options for practicing abstinence, and sexually transmitted disease and infection information were provided.

Stressed Out!: Taught students how to manage stress in a healthy way. Examined stresses, learned techniques to manage their stress levels, find healthy ways to de-stress, and tips for time management.

BERLIN HIGH SCHOOL, BERLIN, CT

Wellness and Fitness Intern

January 2017 - Present

- Run Safe Spring Break seminars
- Facilitate events during Love Your Body Week
- Conduct outreach as "Safer Sex" Ambassador, provided and educated students about condoms
- Present as "Stress Buddy", taught faculty and staff about coping skills, deep breathing, imagery, and exercise

SPRINGFIELD COLLEGE, SPRINGFIELD, MA

Group Exercise Instructor

September 2016 - Present

- Teaching group exercise classes- Cycle, Water Aerobics, Guts, Butts, and Thighs

RELATED EXPERIENCE

ZANETTI MONTESSORI SCHOOL, Volunteer, SPRINGFIELD, MA

January 2016 - May 2016

- Worked one on one with students

SPRINGFIELD COLLEGE, SPRINGFIELD, MA

- Volunteer in after school program- Blast
- Springfield College Humanics In Action Day
- Yes + Program

September 2017- December 2018

September 2016, 2017, 2018

2016

ELIAS BROOKINGS SCHOOL, Volunteer, SPRINGFIELD, MA

September 2015 - December 2015

- Assisted and mentored students in group activities

HONORS/ AWARDS/CERTIFICATIONS

Major of the Year Award

2018

CPR/AED/ First Aid Certification

2018

SAMPLE RESUME #6

Joe Humanics

[Jhumanics@springfieldcollege.edu](mailto:jhumanics@springfieldcollege.edu)

617-669-8798

30 Clinton Avenue

Springfield, NY 56748

OBJECTIVE

To secure a full time teaching position that will allow me to have a positive impact on high school students by teaching Health, Physical Education and/ or Coaching.

EDUCATION

Springfield College, Springfield, MA

Bachelor of Science in Movement and Sports Studies

May 2019

Concentration: Physical and Health Education

Licenses: Health/ Family and Consumer Sciences, All & Physical Education, Pre K-8, 5-12

Passed all sections of the MA Tests for Educator Licensure

TEACHING EXPERIENCE

JFK Middle School, Springfield, MA

Fall 2018

Teaching Practicum

- Taught physical education to a diverse student population in the lowest scoring level 4 school in MA
- Helped improve the school's state scores by incorporating reading and comprehension strategies into physical education assessments
- Organized a Sport Ed model for volleyball and basketball units with the goal to help decrease bullying and increase students' responsibilities
- Volunteered to chaperon at school dance, and participated in bus duty, and lunch duty
- Attended weekly professional development with all teachers

Liberty Elementary School, Springfield, MA

Fall 2018

Physical Education/Health Practicum

- Student taught physical education to a diverse group of elementary school students K-5
- Student taught under the former vice president of MAPHERD which allowed me to incorporate common core into assessments in all domains of learning; cognitive, affective and psychomotor
- Actively engaged with parents about their students' performance during open house
- Modified lesson plans and assessments to be age appropriate during my motor development and cooperative games units
- Taught health units in bullying and personal hygiene to students K-5

Eagleton School, Great Barrington, MA

Summer 2018

Physical Education Teacher Intern (45 hours per week)

- Taught adapted physical education to male students with physical, mental, and emotional disabilities from ages 12 to 21 years old
- Worked with clinicians to develop therapeutic appropriate units for students

Alfred M. Glickman, Springfield, MA

Spring 2018

- Modified lessons in accordance with 504 plans and IEP's for students with special needs

Roger L. Putnam High School, Springfield, MA

Fall 2017

- Wrote lesson plans and taught lessons in badminton, fitness, volleyball, and soccer
- Provided assessments in psychomotor, cognitive, and affective domain
- Managed classroom behaviors in regards to routines, rules, and safety

J. Humanics Page 2

Soule Road School, Wilbraham, MA Spring 2016

- Spent seven weeks specializing in learning how to teach 3rd-5th grade students
- Appropriately assessed student learning in the psychomotor, cognitive, and affective domains
- Developed 4 lesson unit on badminton that students successfully completed

Birchland Park Middle School, East Longmeadow, MA Spring 2016

- Developed rubric to assess students in the psychomotor, cognitive, and affective domains
- Wrote and implemented 4 volleyball lessons for 6th-8th grade classes

East Longmeadow High School, East Longmeadow, MA Winter 2016

- Evaluated 9th-12th grade students on the psychomotor, cognitive, and affective domains
- Constructed and taught 4 lessons on volleyball and floor hockey

VOLLEYBALL COACHING EXPERIENCE

Volleyball Camp Counselor, Future Stars Camp, Purchase, NY Summer 2015

- Designed practice plans throughout the two week camp
- Taught elementary, middle school, and high school girls both individual and team volleyball skills
- Provided player evaluations during the camp

Volleyball Camp Counselor, Springfield College, Springfield, MA Summer 2014

- Coached high school boys alongside several All Americans during the three day camp
- Ran all drills, providing instruction, and a safe environment for the assigned players on my court

Volleyball Camp Counselor, Lindenhurst High School, Lindenhurst, NY Summer 2014 & 2015

- Ran this camp with 6-time National Championship winning coach Charlie Sullivan; this camp helped bring Lindenhurst High School its first ever County Championship
- Supervised the 15 players on my court throughout the three day long camp
- Organized practice schedule, broke down film on players, and provided feedback throughout the camp

ATHLETICS EXPERIENCE

Springfield College, Springfield, MA

Division III Men's Varsity Volleyball Member

- 2-Time National Champion Fall 2015-Present
April 2016 & 2017
- 3-Time All-American Spring 2015-2016
- Team Captain & Volleyball Leadership Award voted on by members of the team Spring 2015

VOLUNTEER EXPERIENCE

Springfield College Humanics in Action Day Volunteer, Springfield, MA

Fall 2015 – 2018

Volleyball Special Olympics Volunteer Referee, Springfield, MA

April 2016

Lindenhurst Middle School, Lindenhurst, NY

Middle School Volleyball Coach

Spring 2014 & 2015

PROFESSIONAL DEVELOPMENT

- Presented volleyball cooperative game at Springfield Public School's monthly physical education meeting. September 2019
- Springfield Public Schools Physical Education Professional Development September 2018
- SHAPE Conference Attendee, Springfield College March 2018
- MAAPHERD member March 2018

CERTIFICATIONS

CPR/ First Aid

Spring 2017

SAMPLE RESUME #7

Picasso Springfield

9 Main Drive

Enfield, CT 06055

Phone: (860) 555-1558

Pspringfield@springfieldcollege.edu

OBJECTIVE To obtain an Art Education Practicum in a High School Setting

EDUCATION

Springfield College: Springfield, MA **December 2019**

Bachelor of Science in Art and Education

License: Visual Arts, Pre-K -8, 5-12

Passed all Sections of MA Tests for Educator Licensure

TEACHING EXPERIENCE

Substitute Teacher **9/2018- Present**

Enfield Public School District, Enfield, CT

- Assume all responsibilities of regular classroom teacher on a per diem basis for grades K-12
- Complete two month FMLA leave assignment as an art teacher in a middle school
- Adapt lessons to include students with special needs
- Apply sound behavior management skills to a classroom setting

Art Instructor **6/2016 - Present**

Teach Art 2 Me, Glastonbury, CT

- Run summer camp programs, birthday parties, classes, and open studio hours with children and adults
- Paired theory with experimentation, making the student the true creator of the work, focusing on the development fine motor skills and creative expression
- Work across all mediums including, drawing, painting, sculpting, beading, and all arts and crafts

Student Teacher: Pre-Practicum **9/2017- 12/2017**

Enfield Public School District *Enfield, CT*

- Supported students during literacy-building activities such as peer editing and Writer's Workshop
- Developed an integrated Social Studies and Language Arts lesson on using transition words to chronologically sequence historical events which was then implemented in all 5th grade classrooms

Music and Art Camp Teacher **7/2015, 7/2016**

Enfield Public School District *Enfield, CT*

- Taught art and vocal music skills to students in grades 4 through 8
- Prepared students for a theatrical performance that incorporated dance, vocal music, set design, and acting skills
- Adapted lessons to include students with special needs, especially autism
- Worked in several mediums incorporating natural elements in process
- Worked with parent volunteers on set design, costuming, and classroom management

VOLUNTEER EXPERIENCE AND RELATED ACTIVITIES

Classroom Aide **2014-2016**

Enfield Public Schools, Enfield, CT

Conducted read-a-loud sessions, aided in peer-editing and writing prompts, and assisted with grading

Project Homefront Volunteer **5/2015**

St. Patrick's Young Adult Group, Enfield, CT

SC Singers **9/2013 – 5/2015**

Springfield College, Springfield, MA

SC Master Degree Educator License Program

Early Childhood

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Early Childhood, PreK-2
Passed all sections of the MA Tests for Educator Licensure

Elementary

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Elementary, 1-6
Passed all sections of the MA Tests for Educator Licensure

Elementary and Special Education

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Elementary, 1-6 & Teacher of Students with Moderate Disabilities, PreK-8
Passed all sections of the MA Tests for Educator Licensure

Special Education

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Teacher of Students with Moderate Disabilities, Pre-K-8
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Teacher of Students with Moderate Disabilities, 5-12
Passed all sections of the MA Tests for Educator Licensure

Guidance

Springfield College, Springfield, MA
Master of Education in Counseling May 2019
License: School Counselor, PreK-8, 5-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Psychology May 2019
License: School Counselor, PreK-8, 5-12 & School Social Worker/School Adjustment Counselor, All
Passed all sections of the MA Tests for Educator Licensure

Physical Education/Health

Springfield College, Springfield, MA
Master of Education in Physical Education May 2019
Licenses: Physical Education, PreK-8
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Physical Education May 2019
Licenses: Physical Education, 5-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Science in Physical Education May 2019
Licenses: Physical Education, PreK-8
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Science in Physical Education May 2019
Licenses: Physical Education, 5-12
Passed all sections of the MA Tests for Educator Licensure

Secondary Education Subject Education

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Biology, 8-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Chemistry, 8-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Earth and Space Science, 8-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: English, 5-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: General Science, 5-8
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: History, 5-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Math, 5-8, 8-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Middle School Humanities, 5-8
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Middle School Mathematics and Science 5-8
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Physics, 8-12
Passed all sections of the MA Tests for Educator Licensure

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Social Science, 5-12
Passed all sections of the MA Tests for Educator Licensure

SAMPLE RESUME #8

Sarah M. Elementary Selementary@springfieldcollege.edu

School Address
Springfield College, Box xxx
Springfield, MA 01109

413-555-5445

Permanent Address
83 Pine Road
Amos, VT 05666

Objective

To obtain a teaching practicum where I can use my passion for teaching to positively impact the lives of elementary school children with special needs and/or learning differences

Education

Springfield College, Springfield, MA

Master of Education in Educational Studies

May 2019

License: Elementary, 1-6 & Teacher of Students with Moderate Disabilities, Pre-K - 8

Bachelor of Science in Psychology

May 2017

Passed all sections of MA Tests for Educator Licensure

Teaching Experience

Alfred Zanetti Montessori Elementary School, Springfield, MA

Spring 2017

Teaching Intern

- Worked in a classroom of K-2 students
- Assisted special needs children in classroom and recreation setting
- Facilitated guided discovery that incorporated life and beginner language skills

Kensington Avenue Magnet School, Springfield, MA

Fall 2015

Teaching Intern

- Aided a bilingual teacher in a first grade inclusion classroom
- Designed and implemented lessons that incorporated the needs of different levels of English Language Learners
- Attended a Responsive Classroom seminar and applied the philosophy in practice
- Introduced the reading and writing process to all students including English Language Learners
- Observed an English Language Learner Specialist working with bilingual students

Windsor State Street Elementary School, Windsor, VT

Winter 2018 - Spring 2019

Hartland Elementary School, Hartland, VT

Winter 2018 - Spring 2019

Substitute Teacher

- Worked with grades K-8, implemented teacher's lesson plans and assumed responsibilities of a special educator
- Served as a paraprofessional and focused on a variety of different needs
- Applied new classroom management techniques

Related Experience

Camp Massasoit, Springfield, MA

Summers 2017- 2018

Camp Counselor

- Created a number of different lessons for an eight week day camp
- Utilized effective strategies for team building and encouraged campers to challenge themselves
- Served as lead counselor for a twelve year old visually impaired camper
- Planned and instructed several experiential learning lesson plans for campers 6 to 13
- Established a strong knowledge of ropes course, archery, swimming and boating areas
- Represented the counselors on the hiring committee for a new assistant director of Camp Massasoit

Certifications

CPR, First Aid, Blood borne Pathogens, American Red Cross Lifeguard, Small Boats and Water Craft certified 2018

Travel and Cultural Experience

Visited England, Canada and the Caribbean, and traveled to Austria, Germany, Switzerland, and France through an international track and field team

Skills/Interests

Language Skills: English Native Speaker and Proficient in Spanish

Interests include athletics as a form of exercise and recreation, traveling, and working with a diverse population

SAMPLE RESUME #9

Sue Guidance
34 Elm Terrace
Somers, CT 06071
(860)-555-9879
sguidance@springfieldcollege.edu

OBJECTIVE: To obtain a position as a School Counselor in the Connecticut Public Schools.

EDUCATION:

Springfield College, Springfield, MA
Master of Education in Counseling May 2019
Licenses: School Counselor, PreK-8, 5-12
Passed all Sections of the MA Tests for Educator Licensure

Bachelor of Science in Psychology May 2016
Minor: Business GPA 3.6

GUIDANCE COUNSELING EXPERIENCE:

School Counseling Practicum, John F. Kennedy Middle School, Enfield, CT January-May 2018

- Worked with students one-on-one to assess personal needs and academic concerns
- Used appropriate interpersonal skills such as active listening, reflection of feelings, and clarifying questions
- Designed a 6-week homework/academic group with preselected students to improve grades
- Attended and actively participated in 504, PPT, and Parent-Teacher Conferences regarding students on caseload by following procedures and policies of school regarding laws and process
- Explained academic requirements and scheduling procedures to students
- Collaborated with special education teachers to read/provide activities to intellectually disabled students
- Interpreted Connecticut Mastery Test results in regard to student achievement
- Became exposed to E-School program for students, counselors, teachers, and families
- Communicated and consulted effectively with referral sources within the community on behalf of students

School Counseling Pre-Practicum, White Street School, Springfield, MA February-April 2017

- Interacted with students alongside school counselor in order to transition students back to the classroom
- Observed team meetings with administration and parents that identified at-risk students
- Participated in group and one-on-one counseling sessions with a variety of students and different counselors
- Observed students on IEP through meeting with administration and families

School Guidance Counseling Internship, Somers High School, Somers, CT September-December 2015

- Assessed students' personal needs, including college application process under assistance of head counselor
- Collaborated with head counselor on duties related to school counseling
- Exposed to school Naviance program for students, teachers, and families

S. Guidance, Pg. 2

RELATED EXPERIENCE:

Youth Worker, Community Health Resources, Enfield, CT June 2016-Present

- Worked one-on-one with adult clients with mental illness
- Taught daily living skills such as cooking, cleaning, personal hygiene
- Facilitated groups involving illness awareness, wellness, motivation, and weekly review
- Completed group and shift notes regarding each individual client
- Followed treatment plans in order to move clients onto goal of independent residence

Volunteer, Baystate Children's Partial Hospitalization Program, Springfield, MA September-December 2015

- Counseled children ages 4-18 with behavioral difficulties including A.D.H.D., Anxiety, and Depression
- Observed groups of children completing handouts or activities to promote wellness
- Assisted individual students in sensory room to stabilize functioning to be able to return to school when program is completed

Mentor, Partner's Program, Springfield College, Springfield, MA September 2014-December 2014

- Met once a week one-on-one with a student from Springfield Public Schools
- Interacted through enriching and social programming including, but not limited to ice-breaker games
- Tutored by overseeing homework assignments from school
- Attended the end of the program celebration for students and families

MEMBERSHIPS:

Connecticut School Counselor Association	May 2017-Present
Massachusetts School Counselor Association	February 2017-Present
American School Counselor Association	February 2017-Present

PROFESSIONAL DEVELOPMENT:

- Keys to Success Training, Community Health Resources April 2017

HONORS/ACCOLADES:

- Psi-Chi Honor Society in Psychology 2013
- National Society of Leadership and Success 2013
- Academic Dean's List 2012-Present
- Girl Scout Silver Award 2008

CERTIFICATIONS:

First Aid CPR AED	November 2016- Present
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SAMPLE RESUME #10

Elizabeth M. Physical

School Address: Springfield College, Box 909, Springfield, MA 01109

emphysical@springfieldcollege.edu

Permanent Address: 31 Main Pkwy, Boston, MA 01995

(774) 641-0552

OBJECTIVE

To obtain a Physical Education and/or Health Education practicum in a High School Setting.

EDUCATION

Springfield College, Springfield MA

Master of Education in Physical Education

May 2017

Bachelor of Science in Movement and Sport Studies Minor: Health Studies

May 2015

Licenses: Physical Education Pre K-8, 5-12

Passed all sections of MA Tests for Educator Licensure

President's Scholarship 2009- 2013

TEACHING EXPERIENCE

Alfred M. Glickman School, Student Teacher, Springfield, MA

2014-present

- Work with K-4 special needs students individually on developing life skills in a diverse urban school
- Enhance students fine motor and gross motor skills, while differentiating instruction based on individual needs
- Prepare lessons for two classes once a week (14 different lessons)
- Create rubric assessment tools to evaluate students' performance

Alfred G. Zanetti Montessori Magnet School, Reading Tutor, Springfield, MA

2012-present

- Tutor individual grade 4 student on reading skills to increase literacy at a level 4 school

Heath Regional School District, Substitute Teacher, Heath, MA

2013-present

- Teach in elementary, middle school classrooms and physical education classes in a rural district

Mountain View School, East Longmeadow, MA

Spring 2015

- Prepared and taught lessons for grades 3-5 students in a suburban setting
- Participated in professional development
- Volunteered for Family Fitness Night, after school fitness, and school garden
- Constructed a fitness display case

West Springfield Middle School, West Springfield, MA

Fall 2013

- Taught grades 6th- 8th twice a week
- Wrote and taught lessons in basketball, volleyball, field hockey, fitness and soccer
- Developed lessons and taught fine motor skills, parachute, fitness, and scooters for an adaptive class
- Managed classroom behavior according to school's policies and procedures
- Provided appropriate assessment to all students for each unit

Mary M. Lynch School, Springfield, MA

Spring 2013

- Prepared and taught four lessons on locomotor, manipulative and non-manipulative skills
- Worked with students in the 3rd and 4th grades

Birchland Park Middle School, East Longmeadow, MA

Spring 2013

- Team taught and prepared lessons that included floor hockey and nitro-ball activities for grade 6-8

East Street School, Ludlow, MA

Fall 2012

- Worked with students in the Kindergarten and 1st grade
- Prepared and implemented lessons that included parachute, locomotor skills and scarves activities

Agawam High School, Agawam

Fall 2012

- Co-instructed and prepared lessons on tennis
- Incorporated a block plan and sport education model into 9th and 10th grade classes

E. Physical Page 2

COACHING EXPERIENCE

<i>Field Hockey Camp Counselor/ Head Coach, Champion Field Hockey Camp, Worcester, MA</i>	2009-2014
<ul style="list-style-type: none">• Coordinated games, activities, warm ups and cool downs• Taught skills to large groups of players ages 10-17	
<i>Sports Camp Counselor/ Coach, Leicester's Sports Camp, Leicester, MA</i>	Summer 2013
<ul style="list-style-type: none">• Coordinated games, activities, warm ups and cool downs for children ages 6-14• Taught three classes a day that focused on skill development and game play strategies	
<i>Field Hockey Camp Counselor/ Coach, White Mountain, Amherst, MA</i>	Summer 2013
<ul style="list-style-type: none">• Coordinated games, activities, warm ups and cool downs• Managed a floor of girls ages 14-17 at an overnight camp	
<i>Field Hockey Camp Counselor/ Coach, All Star Field Hockey Camp, Springfield, MA</i>	Summer 2013
<ul style="list-style-type: none">• Implemented games, activities, warm ups and cool downs• Supervised a floor of girls for overnight camp ages 10-17	

LEADERSHIP

<i>Resident Assistant (Head RA of Senior Suites), Springfield College, Springfield, MA</i>	2012-present
<ul style="list-style-type: none">• Enforce college policies and completed weekly reports• Maintain a healthy and safe living and learning community• Guide and advise students concerning academic, personal and social issues• Assist residents in mediating and problem solving for roommate conflict• Design, market, and coordinate educational and social programs each month• Organize community outreach programs• Create educational bulletin boards on a monthly basis	

VOLUNTEER INVOLVEMENT

Humanics in Action Day , Springfield College, Springfield, MA	2011-2015
<ul style="list-style-type: none">• Participated in school and neighborhood renovations and read with elementary age students	
Sandwich Kitchen , Holy Cross Church, Springfield, MA	2012-2015
<ul style="list-style-type: none">• Made sandwiches and distributed to the poor quarterly	
Food Drive , Holy Cross Church, Springfield, MA	2014
<ul style="list-style-type: none">• Organized four food drives to support local victims of tornado	

ACTIVITIES

Physical Education and Health Education Club , Springfield College, Springfield MA	2012-present
<ul style="list-style-type: none">• Vice President	
Best Buddies , Springfield College, Springfield MA	2013- present

CERTIFICATIONS

First Aid and CPR

PROFESSIONAL DEVELOPMENT

Massachusetts Alliance for Health Physical Education Recreation and Dance	2013-present
Society of Health and Physical Educators	2014-present
<ul style="list-style-type: none">• Prepare a lesson on Flagghouse equipment for the National Conference in Boston	
Wachusett Regional School District , Holden MA	Fall 2011
<ul style="list-style-type: none">• Learned about alternative teaching methods and lessons	

ATHLETIC EXPERIENCE

Division III Field Hockey , Springfield College, Springfield MA	2011-present
<ul style="list-style-type: none">• NEWMAC finalist• NEWMAC semifinalist	

SAMPLE RESUME #11

Lisa Darwin
123 Main Street
Agawam, MA 01999
(413) 555 – 8697
ldarwin@springfieldcollege.edu

Objective: Looking for a High School Biology Teacher position where I can apply my positive and effective teaching style for the development of the students.

Areas of Expertise:

Strong knowledge of plant and animal organisms
Broad knowledge in understanding of living organisms, bacterial and other infectious agents.
Excellent demonstration ability to communicate effectively with students
Skilled in all common laboratory techniques
Great ability to confidently use various teaching methods such as inquiry, discussion, and demonstration

Education:

Springfield College, Springfield, MA
Master of Education in Educational Studies May 2019
License: Biology, 8 – 12
Passed all sections of the MA Tests for Educator Licensure
Eastern CT State University, Willimantic, CT May 2017
Bachelor of Science in Biology

Teaching Experience:

Commerce High School, Springfield, MA 9/2017 – 6/2019

Practicum

- Delivered lectures on molecular biology, botany and marine biology to at-risk students, grades 9 -12 in a diverse urban school
- Explained and illustrated concepts in the field of biology
- Prepared schedule for lectures and practical sessions
Taught biology to sophomore students, including the study of plants, animals and microorganisms
- Administered pre and post-tests, modified lessons based on differentiation of student learning needs
Organized biology lab and co-supervised the annual science fair

Agawam High School, Agawam, MA 2/2018 – 6/2018

High School Biology Teacher

- Assumed long term substitute position and responsibility for the academic progress of all students
- Implemented a coherent, research-based curriculum with required consultations
- Worked towards achieving Individual Education Plans (IEPs)
- Documented all syllabi, lesson plans, assignments and other instructional materials
- Utilized consistent school-wide practices to engage students in the classroom
- Monitored and sustained a disciplined school culture of high behavioral standard

Columbia High School, Colombia, CT 1/2017 – 5/2017

Biology Tutor/ Intern

- Tutored high school biology courses to students in Grades 9 through 12
- Developed and used a variety of assessment data to refine instructional practices
- Evaluated academic achievement through detailed data analysis

Action Verbs

<p>Management Skills administered analyzed assigned attained chaired contracted coordinated delegated developed directed evaluated improved increased organized oversaw planned prioritized produced reviewed scheduled strengthened</p> <p>Communication skills addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited formulated influenced interpreted lectured mediated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote</p>	<p>Research Skills clarified collected critiqued diagnosed evaluated examined extracted identified inspected interviewed investigated organized reviewed summarized surveyed systematized</p> <p>Technical Skills assembled built computed designed devised engineered fabricated maintained operated overhauled programmed remodeled solved upgraded</p> <p>Financial Skills administered allocated analyzed appraised audited budgeted calculated computed developed forecasted managed marketed planned projected researched</p>	<p>Creative Skills conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped</p> <p>Helping Skills assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented</p> <p>More Verbs achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed</p>	<p>Organizational Skills approved arranged catalogued classified collated collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated</p> <p>Teaching Skills adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained motivated</p>
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