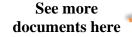
# FRESHMAN EDUCATION RÉSUMÉ

For a review, e-mail: careers@utep.edu





## **Eduard Miner**

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#### **EDUCATION**

Bachelor of Science in Education 4-8 Generalist with ESL Supplemental Certification The University of Texas at El Paso (UTEP)

Anywhere High School, El Paso, TX Top 10% of 20XX Class Graduated 06/20XX GPA 98.7/100

Anticipated: 05/20XX

#### **Honors & Awards**

UTEP Presidential Scholarship Recipient, 06/20XX Academic Decathlon Speech Silver Medal, 04/20XX National Honor Society - Member, 08/20XX – 05/20XX

#### **EXPERIENCE**

**H&M** El Paso, TX Sales Associate 07/20XX – 09/20XX

- Assisted an average of 40 customers per day, promoted sale items and met month sales goals
- Handled an average of \$1,000 per day during shifts as a cashier and reconciled end of day sales
- Conducted department inventory and maintained display items

#### **VOLUNTEER EXPERIENCE**

St. Patrick's Church El Paso, TX

Youth Group Leader

06/20XX - 07/20XX

- Led weekly meetings with five youth group members to plan activities and organize future events
- Assisted in Sunday's Little Shepard Program instructing 30+ kids ages 5-9 by developing craft activities
- Helped in monthly food drive for St. Patrick's food bank for over 50+ families

### **ACTIVITIES**

### **Anywhere High School Band**

El Paso, TX

Saxophone Section Leader

01/20XX - 05/20XX

- Directed four saxophonists by organizing sectionals and planning team building exercises
- Participated in over five local and state competitions

#### **National Honor Society**

El Paso, TX

Member

09/20XX - 05/20XX

- Lead a team of five to organize the annual Honor Society Induction Banquet
- Participated in meetings, fundraisers, and 125 hours of community service events

#### **SKILLS**

- Trilingual: Fluent in English, conversational Spanish, and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with MS Excel, Nearpod, Schoology, and Google Classroom



# **Accomplishment Statements**

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your <u>relevant</u> skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

#### Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the "Experience Section" on page one.

#### **Job Description**

- 1. Read and analyze the job description
- 2. Identify the required skills listed for the job
- 3. Match your experiences to the skills listed in the job description

# Measurable Data Quantify when possible using:

numbers, percentages, dollar amount(s), or time frames

#### **Action Words**

Verbs that strongly promote your skills and accomplishments

### Critical Thinking/ Problem Solving

Increase Analyze Integrate Assess Measure Compare Organize Determine Research Devise Supervise Diagnose Synthesize Evaluate Verify Execute

# Communication (Oral/Written)

Address **Express** Author Interpret Share Persuade Convey Present Network Promote Demonstrate Review Draft Speak Edit Write Negotiate Respond Connect

#### Teamwork/Collaboration

Organize Assist Orient Brainstorm Plan Calculate **Process** Collaborate Schedule Consolidate Supervise Construct Support Demonstrate Unite Envision

#### **Technology**

Access **Implement** Analyze Integrate Calculate Install Coordinate Launch Deliver Maintain Design Manage Troubleshoot Develop Organize Engineer Program

### Leadership

Administer Guide Assess Manage Clarify Mentor Create Motivate Delegate Oversee Encourage Recruit Establish Supervise Facilitate Train Direct

#### Professionalism/ Work Ethic

Achieve Exceed Handle Act **Improve** Adapt **Evaluate Implement** Deliver Produce **Demonstrate** Reach Drive Simplify Work Establish

#### **Career & Self-Development (Confidence/Advocacy)**

Facilitate Advise Defend Inform Supported Advocate Diagnose Master Guide Enhance Coach Negotiate Pursue Expand Consult Communicate

#### **Equity and Inclusion**

Celebrate Engage Empower
Communicate Identify Validate
Discuss Interact
Educate Understand

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