

FRESHMAN EDUCATION RÉSUMÉ

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

See more
documents here



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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)

Anticipated: 05/20XX

Anywhere High School, El Paso, TX
Top 10% of 20XX Class

Graduated 06/20XX
GPA 98.7/100

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

Sales Associate

El Paso, TX

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

Youth Group Leader

El Paso, TX

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

Saxophone Section Leader

El Paso, TX

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

Member

El Paso, TX

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 relevant 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**

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

**Communication
(Oral/Written)**

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

Teamwork/Collaboration

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

Technology

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

Leadership

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

**Professionalism/
Work Ethic**

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

Career & Self-Development (Confidence/Advocacy)

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

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 07/23