

JIM M. VOLUNTEER

555 North 5th Street Make Believe, IA 55555

Cell Phone: 555-555-5555 email: jmvolunteer@gmail.com

KEY QUALIFICATIONS

Creative and dedicated professional with over five months of classroom experience. Previous foreign language experience

Teaching Certifications

TEFL (Teaching English as a Foreign Language)
Participant

Basic Online Course
May 2014

- Completed a 40 hour training course (totaling 196 hours of emergency medicine)

Commented [HK1]: List your most relevant experience first. Remember: Your hiring manager will be sorting through hundreds of resumes. Make it clear you qualify for their program!

Commented [HK2]: Quantify your experiences whenever possible. (# of hours worked, # of students taught, etc.)

Teaching Experience

OYZ Middle School and High School

Make Believe, IA
September 2014-Present

Substitute Teacher

- Taught Social Studies, History, and Writing at the Middle School and High school level
- Called in roughly around 3-4 days per week for a total of 480 hours thus far

Commented [HK3]: Use action verbs

Prep For Success High School to College Pipeline

Make Believe, IA
September 2013-May 2014

Teacher

- Taught weekly two-hour SAT preparation classes to six high school students
- Created weekly lesson plans supplementing curricula with quizzes, games, and writing activities

Anthropology Department

Make Believe, IA
September 2013-May 2014

Teaching Assistant

- Designed four class lessons to run "Introduction to Anthropology" when the professor was traveling
- Graded all tests and written assignments
- Ran study groups

International Students Services

Somewhere, IA
September 2012-May 2013

Mentor / Tutor

- Mentored international students through transitional first year of American university
- Taught study techniques, edited essays, and helped prepare for exams
- Tutored basic English grammar concepts on papers and assignments
- Discussed issues of identity, culture, and ways to make friends

Commented [HK4]: Use consistent formatting throughout

Religious Service Organization

Make Believe, IA
May 2011-August 2012

English as a Second Language Tutor

- Volunteered two hours a week for a year – totaling 90 hours of tutoring experience
- Met a group of five Somali women in their apartment lounge to teach basic English

Latino Community Center

Somewhere else, IA
May 2008-2010

Tutor

- Ran a week long for three summers in a row for National Honor Society
- Organized and volunteered at camp teaching elementary children basic verbal English
- Learned different ice-breakers and how to keep children entertained

Commented [HK5]: If you are a recent college graduate, you can list high school experience if it relates to the Peace Corps job sector

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Other Experience

Lilly Grant

Grant Recipient

- Received \$2,000 for independent research project
- Studied how different cultures' language books represent styles of learning

Make Believe, IA
May 2014-August 2014

Commented [HK6]: Peace Corps resumes should be over one page. Remember: Your resume is the most important piece of the application. Your resume is the only way Peace Corps can assess your competitiveness for our jobs

Women's Clothing Store

Retail Assistant

- Provided customer assistance to shoppers
- Operated the cash register and maintained accurate financial transactions
- Stocked shelves and updated inventory lists

Somewhere, IA
May 2013-August 2013

Somewhereville Community Pool

Lifeguard

- Provided safe and secure swimming environment for community
- Taught swimming lessons for children aged four to eighteen

Somewhere, IA
May 2011-August 2011

Education

XYZ College Bachelor of Arts

Anthropology major, Peace Studies minor

- GPA: 3.062/4.00

Make Believe, IA
Graduation Date: May 2014

Commented [HK7]: A bachelor's in pre-school, Early Childhood, Elementary Education, Secondary Education, English, or a Master's in Teaching or any foreign language are great for Education positions. You do not necessarily need a degree for every position. **Some positions like a bachelors in any discipline with 30+ hours of teaching/tutoring experience.**

Leadership & Community Involvement

Anthropology Chapter, President

Relay for Life, Group Member

Dance Marathon, Group Member

September 2013-May 2014

March 2013

November 2012

Commented [HK8]: Include your GPA (you are encouraged to upload transcripts to your application as well) Above a 2.5 is required for English Teaching. No acceptations.

Technical Skills

- **Language Skills:** Fluent in Persian, 3 semesters of college French, elementary Latin
- **Computer Skills:** Microsoft Office (Word, PowerPoint, Outlook, Excel)

Commented [HK9]: Include any language study and international travel/living/study abroad

Commented [HK10]: No need to list references. The Peace Corps application asks you to list them.