

Using accomplishments in your resume

The resume is a sales tool that you craft to sell yourself. An effective way to do this is to describe not just your *duties* (your daily activities in a job), but also your *accomplishments*. To describe an accomplishment, include the results of your actions and spell out the benefits to your students, your school or your colleagues.

Accomplishments need not be dramatic. For example, what did you do to:

- ...improve a student's reading comprehension?
- ...help increase the number of students completing assignments on time?
- ...thoroughly satisfy a parent or administrator?
- ...make your students' learning environment richer?

BEFORE: Assisted children with motor skills.

AFTER: Planned and ran activities to build motor skills of 21 third graders, such as indoor ball games.

BEFORE: Taught a lesson on family trees.

AFTER: Created a family tree lesson, encouraging students to learn about own cultural heritage, designed lesson to also fit those students living with guardians.

A useful framework for describing accomplishments:

- a. **Results** that you achieved, based on the...
- b. **Action** that you took, in response to the...
- c. **Project** or the **Problem** you faced
- d. **(Result + Action + Problem/Project)**.

EXAMPLE: Collaborated with (**Action verb**) + two other student teachers to create (**Action verb**) new reading area for library, (**Project**) + resulting in greater student use of library (**Result**).

EXAMPLE: Established and implemented (**Action verb**) + an applied behavior analysis program with a student (**Project**) + to improve her ability to initiate tasks independently (**Result**).

EXAMPLE: Designed and produced (**Action verb**) + series of multimedia presentations; (**Project**) + enriched student learning experience and contributed to retention of at-risk middle school population (**Result**).

WORKSHEET ACTIVITY - Take three activities/duties you have engaged in and write them below with the accomplishment of each in mind. (You can use your strengths as a teacher from Part 1 of this worksheet; bulleted items on your current resume; or items from your PPA or your ACTIONS sheet from your syllabus) - *see next page*.

Your first activity/duty – described as an accomplishment:

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