

# Teach for America Resume Toolkit Appendices

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Values Based Leadership Team

## **Appendix 1: “Roles, Positions, and Achievements” Worksheet**

## **Appendix 2: Action Verb List**

## **Appendix 3: Impact-Mining Questions**

## **Appendix 4: Sample Resume Formats**

Note: these are just three sample formats which you may use to structure your resume. The section headings and text within each format are only examples; feel free to be creative and combine formats or select a different style which best demonstrates your achievements.

## Appendix 1: “Roles, Positions, and Achievements” Worksheet

*You will be filling out this worksheet throughout the resume writing process. Feel free to save a copy of this page on your computer if you will be typing the information rather than writing it by hand. You will likely want to print out more than one copy of this sheet.*

| <b>Role</b> | <b>Key Accomplishments</b> | <b>Skills</b> | <b>Include in Resume (Y/N)?<br/>If so, which section?</b> | <b>Accomplishment Statements</b> |
|-------------|----------------------------|---------------|---|----------------------------------|
|             |                            |               |   |                                  |
|             |                            |               |   |                                  |
|             |                            |               |   |                                  |
|             |                            |               |   |                                  |
|             |                            |               |   |                                  |

## Appendix 2: Action Verb List

*These action verbs will help you describe your experiences and accomplishments during your Teach For America experience in concrete, concise terms. Vary your action verbs throughout your resume and select the most powerful verb to describe each accomplishment.*

|            |               |            |             |              |             |
|------------|---------------|------------|-------------|--------------|-------------|
| accelerate | clarify       | edit       | increase    | perform      | revamp      |
| accomplish | close         | effect     | incur       | pinpoint     | review      |
| achieve    | co-author     | elect      | inform      | pioneer      | revise      |
| acquire    | collaborate   | eliminate  | initiate    | plan         | revitalize  |
| activate   | collect       | employ     | innovate    | prepare      | salvage     |
| actuate    | combine       | encourage  | inspect     | present      | save        |
| adapt      | communicate   | enforce    | inspire     | preserve     | schedule    |
| address    | compile       | engineer   | instigate   | preside      | segment     |
| administer | compose       | enhance    | instruct    | prevent      | select      |
| advise     | compute       | enlarge    | insure      | process      | sell        |
| affect     | conceive      | enrich     | install     | procure      | serve       |
| allocate   | conceptualize | establish  | instill     | produce      | service     |
| amend      | conclude      | estimate   | institute   | program      | settle      |
| amplify    | condense      | evaluate   | interface   | promote      | shape       |
| analyze    | conduct       | examine    | interpret   | prompt       | simplify    |
| anticipate | consolidate   | exceed     | interview   | propose      | solve       |
| appoint    | construct     | execute    | introduce   | prove        | specify     |
| appraise   | contact       | expand     | invent      | provide      | stage       |
| approve    | contribute    | expedite   | investigate | publicize    | standardize |
| arbitrate  | contrive      | explain    | isolate     | publish      | stimulate   |
| arrange    | control       | expose     | issue       | purchase     | streamline  |
| assemble   | convert       | extend     | launch      | react        | strengthen  |
| assess     | coordinate    | extract    | lead        | recommend    | structure   |
| assist     | correct       | facilitate | lighten     | reconcile    | study       |
| assume     | counsel       | forecast   | liquidate   | record       | suggest     |
| attain     | create        | form       | localize    | recruit      | summarize   |
| attract    | cultivate     | formalize  | locate      | rectify      | supersede   |
| audit      | decentralize  | formulate  | maintain    | redesign     | supervise   |
| augment    | decrease      | fortify    | manage      | reduce       | supply      |
| author     | define        | find       | market      | refine       | support     |
| authorize  | delegate      | frame      | minimize    | regain       | surpass     |
| automate   | demonstrate   | fulfill    | moderate    | regulate     | survey      |
| avail      | design        | gain       | modernize   | reinforce    | systematize |
| award      | determine     | gather     | modify      | reject       | teach       |
| balance    | develop       | generate   | motivate    | relate       | terminate   |
| broaden    | devise        | govern     | negotiate   | re-negotiate | test        |
| budget     | devote        | guide      | nurture     | reorganize   | tighten     |
| build      | diagram       | handle     | obtain      | replace      | trace       |
| buy        | direct        | hire       | offer       | report       | trade       |
| calculate  | discover      | identify   | operate     | represent    | train       |
| capture    | distribute    | illuminate | organize    | research     | translate   |
| centralize | document      | implement  | orient      | resolve      | utilize     |
| challenge  | double        | improve    | originate   | restore      | write       |

## Appendix 3: Impact-Mining Questions

*If you have not been able to come up with at least four powerful accomplishment statements for your Teach For America experience, try answering these questions and then turning your answers into new accomplishment statements.*

- If you made a numeric impact on your test scores or otherwise made significant movement toward your classroom's "big goal", , how would you describe this through percentages or numbers of grade levels improved or test results?
- If you did not achieve your classroom "big goals", are there other numbers you can mention that would give the reader a sense for your results or work ethic that you can highlight instead? Where did you see results – in performance on a particular teaching unit or subject area?
- If you have taught for at least two years, how has your teaching performance improved over time? Can you point out which achievements demonstrate this?
- Did you improve student behavior, motivation, participation, or attendance in some measurable way?
- Did you get students, parents, or fellow teachers or administrators to voluntarily participate in a group program or initiative to assist your students?
- Did you thoroughly research any educational topics to apply to your classroom or school and develop a presentation, formally or informally, to share this information?
- Did you invest parents or community members / teachers / administrators in your goals? If so, how and how many?
- Did you raise any money for your classroom or write any grants?
- Were you nominated for any awards or honors in your school, district, community, or Teach For America region?
- Did you serve as a member of any committees or associations relating to school or Teach For America and actively participate or collaborate in these efforts to meet goals?
- When you think back on your corps experience, what accomplishments are you most proud of? What skills did you gain that are transferable to future employment?
- Did you do anything else that you can quantify that might help employers better understand your hard work and results orientation?
- If you are still teaching in this role, be more attuned to your results and impact in the next few months, so that you can craft additional accomplishment statements.

**CM/ALUMNI NAME**  
Address ▪ City, State ZIP ▪ e-mail ▪ phone

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## EDUCATION

**College/University Name / University Location** Date-Date  
Degree Name and GPA information  
**Additional Information** (leadership experience, achievements, relevant coursework)

## EXPERIENCE

**School Name / Teach For America / School Location** Date-Date  
Position  
*Optional italicized description if Teach For America description is helpful*

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

**Employer Name / School Location** Date-Date  
Position  
*Optional italicized description if helpful in matching skills to position requirements*

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
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**Employer Name / School Location** Date-Date  
Position  
*Optional italicized description if helpful in matching skills to position requirements*

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

## ADDITIONAL EXPERIENCE (OR OTHER SECTION HEADING)

**Employer Name / Position / Employer Location** Date-Date  
**Employer Name / Position / Employer Location** Date-Date  
**Employer Name / Position / Employer Location** Date-Date

## SKILLS AND INTERESTS

**Language Skills:**  
**Computer Skills:**

**Interests:**

**CM/ALUMNI NAME**

Address ° City, State ZIP

Phone ° Email

**EDUCATION**

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College/University Name, Location

Date-Date

***Degree Name and GPA information***

- Relevant honors, coursework, etc.
- Additional information

**EXPERIENCE**

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School Name / Teach For America, School Location

Date-Date

***Position***

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

Employer Name, Employer Location

Date-Date

***Position***

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

Employer Name, Employer Location

Date-Date

***Position***

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

Employer Name, Employer Location

Date-Date

***Position***

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

**ADDITIONAL EXPERIENCE (OR OTHER HEADING)**

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Other interesting things ° About you ° In a more horizontal format

- Or alternatively, in bullet points

**OPTIONAL OTHER HEADING**

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Could be ° “Honors & Awards” ° “Professional Affiliations” ° “Publications & Presentations” ° Or others

**SKILLS & INTERESTS**

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Language skills ° Hobbies ° Unique things about you

**CM/ALUMNI NAME**

Street Address

City, State, ZIP

Email

**Education**

From – to **COLLEGE UNIVERSITY NAME**

**UNIVERSITY LOCATION**

- Degree, graduation date, GPA (optional)
- Relevant honors
- Relevant information such as courses taken
- Other relevant information

**Experience**

from - to **SCHOOL NAME / TEACH FOR AMERICA, SCHOOL LOCATION**

**Position**

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

From – to **ORGANIZATION, CITY, STATE**

**Title**

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

From – to **ORGANIZATION, CITY, STATE**

**Title**

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

from – to **ORGANIZATION, CITY, STATE**

**Title**

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

**Additional Experience (or other heading)**

- Other jobs
- Or positions, awards etc.

**Personal** Language, hobbies, unique things about you