

EASY RESUME WRITING KIT

HOW TO WRITE:

**COVER LETTERS
RESUMES
PERSONAL STATEMENTS FOR
GRAD SCHOOL
...and Thank You Notes!!!**



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LIST OF TRANSFERABLE SKILLS

Problem Solving	Interpersonal	Time Management	Leadership Skills
Self-Starting	Team-Work Skills	Teaching	Quality Control Analysis
Advising	Conflict Resolution	Counseling	Athletic Training
Marketing	Public Relations	Presentations	Communications
Facilities Mgmt.	Office Experience	Planning	Computer Knowledge
Case Management	Research/Writing	Bookkeeping	Trouble Shooting
Special Data Entry	Organizing		

See new on-list of transferable skills and how to make them tell YOUR STORY. On-line
www.castleton.edu

USE ACTION VERBS

Advised	Authorized	Counseled	Developed
Directed	Ensured	Examined	Explained
Guided	Initiated	Installed	Instructed
Managed	Reorganized	Represented	Supervised
Arranged	Built	Composed	Conducted
Created	Designed	Presented	Reported
Taught	Trained	Catalogued	Documented
Established	Identified	Improved	Implemented
Launched	Planned	Reduced	Analyzed
Classified	Coordinated	Facilitated	Communicated
Integrated	Maintained	Operated	Prepared
Streamlined	Upgraded	Applied	Administered

COVER LETTER

Designed it to entice your prospective employer to read your resume.

Your Full Name
Street Address
City, State Zip Code
Telephone Number _ make sure answering machine is “decent”
Email Address – no goofy email address PLEASE

Month, Day, Year

Mr./Mrs./ Dr. First Name and Last Name
Title
Name of Organization
Street or P.O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

1st paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does. Demonstrate that you know enough about the employer of position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer’s needs. Focus on why hiring you would be good for THEM – not that it’s a good chance for you to increase your skills. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph:

Ask for the opportunity to interview. State that you will be glad to provide the employer with additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed

Enclosure(s) (refers to resume, etc.)

SAMPLE COVER LETTER

Your name address phone email
Etc etc etc

May 29, 2xxxx

Ms. Jean Banana
Director of Human Resources
American Health Systems
xx Main Drive, Suite x
Springfield, NJ xxx

Dear Ms. Banana:

Enclosed is a copy of my resume in response to your advertisement for an assistant sales manager in the May 29 Morning Ledger.

In the past two years, I have sharpened my communication and teamwork skills while working as an intern and full-time summer employee for a national pharmaceutical company. In that position, I helped develop and implement new sales programs for several new product lines. I work closely with the regional sales manager and managers of other key departments in the organization as well as with suppliers and vendors.

I look forward to discussing my background and accomplishments with you and learning more about your needs. I will call next week to arrange a time to meet. I can be contacted during day at xxx-xxx-xxxx, or you may leave a message with my answering service at xxx-xxx-xxxx
Thank you for your consideration.

Sincerely,

(Hand written name)

Michael Whatever

SAMPLE RESUME FORMAT

YOUR NAME

Address, phone number, email address

Reeferman100@whatever sexylegswow@whatever AAACK!!!

Answering machine: Crying babies? Cute kid answering?

Party in the background? AAACK!

OBJECTIVE: Full-time position as.....or whatever they say in the advertisement. One liner identifying the position you want. If there is a File # with the ad, include it.

EDUCATION:

Bachelor of Science, Bachelor of Arts, remember Math is Arts...go figure...

Bachelor of Science in Nursing – check, check, check, Major: _____ Minor: _____

Castleton State College, Castleton, VT Graduation: May 2009

Or “Pursuing” or “In Progress.”

AWARDS can go here

ANY REALLY SPECIALIZED COURSES can go here

SUMMARY OF QUALIFICATIONS

This is the NEW YOU.

TAKE THE TIME TO DO THIS...it bounces out to awesomeness. Trust me.

Take a key skill (say, Leadership) start off with how many years of experience you have. Pick something you have SUCCESSFULLY COMPLETED that relates to your objective.

- **4 years supervisory position with fast food chain managing 6 employees;**
- **Key Accomplishment: Successfully trained 15 new employees and developed new scheduling process.**
- **Key Skills: Check their job description – what do you already have and can prove you have? Leadership, time management, computer skills,**
- **Work Style: What have other people said about your work style? Reliable, honest, flexible, creative. (You will have to be able to give clear examples of this in interview.)**

RELEVANT SKILLS

Note: Spell check very often does not pick up on errors with FULL CAPS involved.

Take your Key Skills and make them your subheadings.

Because this is a skills-based resume, include anything you are skilled in. It doesn't matter if it was paid, volunteer, internship, whatever – as long as you can repeat the skills.

No full sentences. No pronouns.

Don't let a section split between page 1 and 2.

Leadership:

- Fill in with concrete example - where/when
- Fill in with concrete example

Customer Relations:

- Fill in with concrete example
- Fill in with concrete example

Whatever:

- Fill in with concrete example
- Fill in with concrete example

WORK HISTORY

Sometimes there are too many employers to fit easily within the body of the resume. Easy to list here in work history instead. Check samples below for suggestions.

References attached.

Letters of reference available upon request.

- Please make sure your references have given you permission to use them as a reference. It is always a good idea to provide them with a copy of your resume so they can refer to it when called by your future employer. Let them know what happened! Send a thank you when you get that job!
- PAPER: The appropriate color of paper used is usually plain cream or a light gray. +
- DELIVERY! Never staple and fold resume. A hard copy of the resume is mailed to the employer unless they request it to be faxed or scanned. Please note that a scanned resume is not the same as electronic. When a resume is scanned, it is mechanically searched for key words to fulfill a needed position; however, when a resume is delivered electronically, it is sent on-line through your mail account.

Do not be put off if you are told to “apply on line.”

“Why applications on line and not resumes at job fairs anymore:

1) It's part of their process, 2) to track candidates, 3) to gauge interest, and mostly 4) to comply with government regulations. Employers go to events to promote their organization and provide information about jobs; Many feel paper applications and resumes are inadequate for their needs. “Taking a resume at a career fair is to provide a document for reference later when the student applies for the job through their electronic board.”Ivytech.edu

Applying online guarantees 100% you will be in the applicant tracking system. By applying directly online, students can be assured of being considered by tons of other recruiters in the company as well – not just one.

HINT: Completing the on-line resume/application for the Federal Gov (usajobs.gov) takes, on average, **3 HOURS**. Whatever. You can apply for 3 positions with the same submission. And, guess what, **the Feds are actually hiring!**

SAMPLE RESUME Communications/ Digital Design Major

Name address etc etc go here

Objective: Full time position as Communications Assistant, Castleton State College.

Education: Castleton State College, Bachelor of Science, Business Marketing Major, Digital Media Minor, Graduation: December 2010

Programs: Adobe Illustrator, Photoshop, InDesign, Image Ready, Quark Express, Microsoft Office, I-Movie (HD and '09),

Summary of Qualifications

Key Accomplishments: Designed and created logos and marketing materials for large and small organizations.

Key Skills: Troubleshooting media equipment, Page design, typography, Logo Design, Brochure design, Photography, Photo retouching, and Social Networking.

Work Style: Very focused, enthusiastic, and detail oriented, easy to work with.

Relevant Experience

Media Center Assistant, Castleton State College-Castleton, VT 2007-Present

- Deliver, setup, and assist professors with troubleshooting of various media equipment.
 - i.e: projectors, digital cameras, digital video cameras, televisions, Sympodiums, microphones, PC computers, MAC computers, etc.
- Inventory and maintenance of classroom database using Microsoft Access, assisting patrons with video editing
 - iMovie HD, iMovie '09

Sports Photography Intern, Castleton State College-Castleton, VT Fall of 2006

- Traveled with sports teams and took pictures. Photos were then submitted for the college to use for catalogs and web content.

Layout Editor / Photographer-Castleton Spartan, Castleton, VT 2008-2010

- Designed Castleton's bi-weekly newspaper for the past 2 years. (24 issues total)
- Acquired proficient skills in graphic design programs including Quark Express and Adobe InDesign.
- Helped organized photo assignments and assign them to the newspaper's staff photographers
- Using Adobe Photoshop to retouch/crop photos to get them ready for print.

Additional Design Experience

- Designed the master's program logo for Castleton State College Nursing department. 2009, using Adobe Illustrator.
- Designed the logo for the Castleton State College Project Learning Tree. 2008, using Adobe Illustrator.
- Created a catalog of Castleton State College's classrooms and corresponding equipment. 2010, using Adobe InDesign.
- Created the business card and logo for the at home health care company VIP Careline. 2007, using Adobe Illustrator
- Redesigned the menu for the Iron Lantern Restaurant. 2008, using Adobe Illustrator.
- Created a variety of band posters for Mihali of Twiddle and other local artists.

Xxxxx xxxxx, Coordinator, Media Services, Castleton State College xxx-xxxx
David Whatever, Journalism Professor and Advisor of Spartan Newspaper, Castleton State
College xxx-xxxx
Judy Whatever, Professor, Castleton State College, letter of reference.

Examples of work available at Shutterfly.

SAMPLE BUSINESS RESUME

YOUR NAME RIGHT HERE

Street Address

City, State Zip Code

Phone Number

Email

Objective: Full-time entry level position in management.

Education: Bachelor of Science, Business Administration, concentration in Marketing,
Castleton State College, Castleton, Vermont, Graduation Date: May 17, 2003

Summary of Qualifications

- 5 years experience in consulting, writing, research, customer relations, and management;
- Knowledge of marketing concepts and demonstrated experience in public relations and communications;
- Computer Skills: PC and Macintosh computers: Microsoft Windows, MAC OS, Internet Explorer, Word, Excel, PowerPoint, SPSS, and Front Page

Business Electives

Direct Marketing

Creative Selling and Sales Management

Public Relations

International Marketing

Web Page Design

Video Workshop

Related Course Experience – Marketing

Marketing Internship

Western New England College- Springfield, MA Summer 2001

Summer internship working with the Public Relations/ Communications Department:

- Copywriting, editing, advertising for news media and publications;
- Researched and developed media contact lists;
- Developed press-kits for the Law School's Negotiations Team;
- Researched editorial requirements;
- Edited Vice President's article on "Heat Pumps in New England" and submitted story to two national publications;
- Prepared news releases for Commencement events.

Target Company Project

Strategic Management- Castleton State College, Fall 2002

Mock class project to develop a strategic plan for *Target*;

- Researched, assessed and created strategic plan by reviewing financial, competitive, and strategy/ objective status;
- Presented written and Power Point presentation of plan to class and professor.

Marketing Continued:

Vermont State College Consulting Project “Live”

Marketing Research- Castleton State College, Fall 2002

Consulting class project for the Vermont State Colleges;

- Worked with the Dean of Students and Director of Career Development;
- As part of a team, designed and conducted a student survey;
- Researched and analyzed survey responses;
- Presented results to Administration, Faculty, President of Castleton, and the Vermont State College Administration.

CCI Project “LIVE”

Advertising- Castleton State College, Spring 2002

Media class project to market *Computer Connections, Inc.*;

- Created and presented TV, Radio, and print ads to the marketing department for *Computer Connections Inc.*;
- Submitted results for consideration by *Computer Connections Inc.*'s marketing campaign department.

Related Management and Supervisory Experience

Building Manager (Work Study)

Castleton State College- Castleton, VT Fall 1999-Spring 2003

- Monitored school's Campus Center and informed students about campus information.

Shift Supervisor

CVS, Inc. –Westfield, MA November 1997- January 2003

- Managed daily store operations, including photo-lab and pharmacy;
- Provided customer assistance and trained employees.

Summer School Tutor

Springfield Public Schools (Milton Bradley Elementary)- Springfield MA, Summer 2002

- Tutored 5th grade students for Intensive Summer School Reading Program.

List of references attached.

Letters of reference available upon request.

ANOTHER BUSINESS RESUME

YOUR NAME RIGHT HERE

Street Address

City, State Zip Code

Phone Number

Email

PROFESSIONAL OBJECTIVE: Full-time entry level position in Administration.

EDUCATION: Bachelor of Social Work with a Minor in Sociology, Castleton State College, graduation: May 17, 2003.

AWARDS / CERTIFICATIONS

Nominated for Who's Who Among Students (2003)	Phi Eta Sigma (2000-2003)
Castleton State College Fellowship (1999-2003)	Dean's List (1999-2003)
Social Work Award of Excellence (2002)	President's List (2001)
National Colligate Scholar (2001-2002)	National Dean's List (2001-2003)
Developmental Services, NCSS Rookie of the Year (2001)	Summa Cum Laude (2003)

SUMMARY OF QUALIFICATONS

- Four years experience in organization, leadership, administration, coordination, and teamwork;
- Coordinated six of the largest Career Fairs held in Vermont;
- Highly motivated work ethic and style.

RELEVANT EXPERIENCE

Organization / Administration

- Coordinated six of the largest Career Fairs held in Vermont: 90 organizations, 500 plus students attending each event;
- Created and maintained financial database for Career Fairs;
- Responsible for billing, purchasing orders, accounts receivable for Career Fairs;
- Established Career Fair registration data bases;
- Established and maintained records for current and past Career Fairs;
- Developed intake interviews and assessments for Rutland County Mental Health;
- Conducted secretarial tasks for a local radio station;
- Responsible for reorganization of filing system for a financial lending institution.

Leadership/Teamwork

- Trained and supervised co-workers in residential and community settings with the Counseling Services of Addison County;
- Planned recreational activities for an Alzheimer's' patient;
- Collaborated with developmental service providers to implement individual service agreements.

Coordination/Presentation

- Provided information to vendors and visitors at the Vermont Small Business Exposition;
- Collaboratively launched marketing and promoting of Career Fairs;
- Promoted and presented Addison County Humane Society at the Addison County Field Days as a volunteer;
- Advocated for family rights within Rutland Mental Health Agency.

WORK HISTORY

Full-time and part-time substitute, Counseling Service of Addison County, Supervisor: S. Whatever ., XXX-XXXX 2002-present;

Assistant Career Fair Coordinator, Castleton State College, Supervisor: Judith Carruthers, 468-1339 2000-2003;

Social Work Internship, Rutland County Mental Health, 2002-2003;

Substitute Community Support Workers, Northwestern Counseling and Support Services, Supervisor: Amy Whatever, XXX-XXXX 2002;

Temporary Worker, Spherion Employment Agency, Supervisor: Ken Whatever, xxx-xxxx 1999-2000;

Junior Nursing Assistant, Verdelle Village Nursing Home, xxx-xxxx 1998-2000.

Yet another business resume

Kellie xxxx
175 Northxxx St. xxxx, VT 0xxxx
802.xxx.xxxx kx@main.edu

Objective : Full-time entry level position in Marketing or also consideration in Advertising, Customer Relations, or Public Relations.

Education : Castleton State College, Castleton, Vermont, Graduation Date: May 17, 2009

- Bachelor of Science in Business Administration
- Concentration: Marketing

Summary of Qualifications

- Five years of experience in consulting, writing, research, customer relations, and management.
- Knowledge of marketing concepts and demonstrated experience in public relations and communications.
- Computer Skills: PC and Macintosh computers: Microsoft Windows, MAC OS, Internet Explorer, Word, Excel, PowerPoint, SPSS, and Front Page.

Business Electives

Direct Marketing International Marketing
Creative Selling and Sales Management
Web Page Design Public Relations
Video Workshop

Related Work Experience

Fall 1999 -
Spring 2003

Building Manager (Work Study)

Castleton State College – Castleton, VT

- Monitored school's Campus Center and informed students about campus information.

November 1997 –
January 2003

Shift Supervisor

CVS, Inc. – Westfield, MA

- Managed daily store operations, including photo-lab and pharmacy.
- Provided customer assistance and trained employees.

Summer 2002

Summer School Tutor

Springfield Public Schools (Bradley Elementary) – Springfield, MA

- Tutored 5th grade students for Intensive Summer School Reading Program.

YOUR NAME RIGHT HERE

Street Address

City, State Zip Code

Phone Number

Email

Career Objective: Full-time position teaching Physical Education.

Education:

Bachelor of Science in Practice in Physical Education, Teacher Certification K-12

Bachelor of Arts in Social Science Major by Contract in Sociology and Health

Castleton State College, Castleton, VT. Graduation: May 2003

Cumulative GPA: 3.25. Dean's List Fall 2002.

Certifications: CPR and First Responder.

Summary of Qualifications

- Teaching experiences: student teaching K-12, community program for children, Vermont Adaptive Ski & Sport.
- Key Accomplishment: Designing and coordinating a conditioning program for college level baseball team.
- Key Skills: Teaching, Leadership, Time Management, Coaching, Teamwork.
- Work Style: Energetic, Dependable, Organized, Dedicated, and Likeable Personality.
- 3 years coaching experience in soccer and baseball at youth, adolescent, and college levels.

Relevant Experience

Student Teaching: Fall 2002.

- Wallingford Elementary Physical Education, grades K-6:
Prepared and taught units in football, soccer, gross motor skills, parachute, hula-hoops, overhead projector, and health classes.
Officiated soccer games and participated in after school homework club.
- Granville Central Jr./Sr. High School, grades 7-8:
Prepared and taught units in circus arts, volleyball, and floor hockey.
Assisted with before school weight training program for students.
Assisted with intramurals in basketball, volleyball, and floor hockey.

Practicum Experiences

- Vermont Adaptive Ski & Sports, PICO, VT. Assisted skiers with disabilities, Spring 2002- supervisor, Sue Whatever.
- Mississquoi Valley Union High School, Swanton VT. Fall 2000. Observed and assisted grades 7-12, supervisor: David Whatever,

Professional Experience

Vermont Association for Health, Physical Education, Recreation, and Dance (VAHPERD)

- Presenter at University of Vermont
 - Fall 2000 “Tag Games;”
 - Fall 2003 “Be an Effective Teacher.”

Eastern District Association (EDA) of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)

- Attended spring of 2001, Newport, RI.

Coaching Experience

Assistant coach, Castleton State College Spartan Baseball team:

- Coordinated the conditioning program, Spring 2003.

Assistant coach, Saturday Morning Program for children, Castleton State College:

- Soccer, baseball, gymnastics.

Assistant coach, Baseball Camp, Castleton State College:

- Baseball tune-up camp for youth and adolescents, Spring 2001 and 2002;
- Weekend Baseball camp, for youth and adolescents, Summer 2001
- Winter Baseball Program for High School players, Winter, 2003.

Leadership/Teamwork

Physical Education Majors’ Club 2000-2003

Four-year starter for Varsity Baseball team, Castleton State College

Captain, Varsity Baseball team, senior year.

List of references attached.

Letters of reference available upon request.

**SAMPLE RESUME – THEATRE MAJOR -
YES THE ARE VERY DIFFERENT**

**Scott Fishermantude
87 Crystal Lake
Rochester, VT 07840
802.---000-**

fisherman@whatever.com

Representative Roles

Production	Role	Company Location	Year
Five Women...	Georgeanne	Castleton State College FAC	2005
Hair	Sheila		2004
Between the Quiet Poles	Marla	Firefly Production, Cambridge VT Edinburgh, Scotland Festival Fridge Flynn Space, Burlington, VT	2004
Doctor Faustus	Ilene	Castleton State College FAC	2004
Cloud 9	Maud/Betty		2003
Rumors	Cassie Cooper		2003
Lysistrata	Lampito		2002

Technical Roles:

Role	Production	Company	Year
Costume Design	Five Women, Same Dress	Castleton State College	2005
Assistant Costume	The Rivals		2005
Set Construction	Hair		2004
Assistant Director	Assorted Children's Plays	Everykid Theatre	2004

Training:

Acting – Harry McEnery
Voice – Suzanne Kantorski
Dance – Shannon Bohler-Small

Special Skills:

New Zealand Art of Spinning Poi, Loud Screeching/Assorted Bird Sounds, Burping for Distance
Can Hit a High C Note/ Can Hold A Note for 10 Seconds
Dialects: Standard British, Scottish French, Irish, Russian, German, Finnish, Southern
Horseback Ridding English Saddle and Western/Target Shooting

References:

Harry McEnery: 802-468-1260, Suzanne Kantorski: xxx-xxx-xxxx, Angela Brande: xxx-xxx-xxxx

SAMPLE RESUME – EDUCATION MAJOR

PETER GREATTEACHER

455 Kappadappa Avenue

Kingston, VTxxxxx

802-000-0000

Peter.greatteacher@gmail.com

OBJECTIVE: Full-time educator at the secondary level, concentrating in Language Arts Program.

EDUCATION:

Bachelor of Arts, Concentration in American Literature, Education Certification Licensure Program, Castleton State College, Graduation: May 2009 GPA: 3.89

SUMMARY OF QUALIFICATIONS

- Ten years of leadership experience;
- Key Accomplishments: Assisted in organization and implementation of two weekend registration sessions and four one day registration / orientation sessions, involving 455 new Castleton students and 200 family members;
- Key Skills: leadership, organization, instructional models, communication, and performance skills;
- Work Style: positive, flexible and detail oriented.

RELEVANT EXPERIENCE

Teaching / Communication:

- Presenter: The Natural Resource & Outreach Program from 2005-2006, National Science Teacher Conference in Atlanta, Georgia, 2006;
- HOPE Tutor 2005-2007, Nokomis Regional High (NRH).
- Substitute Teacher 2008-2009, Maine School Administrative District #48.
- Member, Castleton State College Student Education Association 1999-2000

Leadership / Organization:

- President, sixth grade class at Palmyra Consolidated School and Student Council;
- Secretary, Hartland Junior High Elementary & Middle School 2000-2003;
- President of: the Class of 2007 from 2002-2007, Nokomis Regional High 2002-2007;
- President of: the Class of 2007 from 2002-2007, the Key Club from 2005-2007, the Honor Society, the Convert Chorus, and the Symphonic Band;
- Secretary of Phi Eta Sigma, the Underclassman Honor Society, Castleton State College (CSC) 1997-2000;
- President of Kappa Delta Pi, the Educational Honor Society;
- Student Orientation Staff Leader; community Service Club and “Soundings” Assistant.

Performing Arts:

- Dance: three years of instruction at Jane Daneen School of Dance and Thomas School of Dance;
- Instrumental: nine years of flute, three years of piccolo in a concert, marching and symphonic band setting;
- Theater: member of various community theater groups – The Castleton Players, and The participated in production sponsored by Castleton State College – writer, stage manager and actress, Assistant Director of Drama at Castleton Village School 2000, Box Office Manager at Lakewood Theater 2008-2009, member of the Box Office Staff / Usher at Castleton State College's /Fine Arts Center 1999-2004;
- Vocal: six years of private instruction; participated in concert chorus, show chorus, chamber ensemble, and women's ensembles; attended Southern Main Choral Institute 2005; and was a member of the Maine All-State Vocal Festival 2007.

Conferences Attended:

- The 2006 National Science Teacher Convention in Atlanta, Georgia;
- The 2007 Kappa Delta Pi Convocation in Baltimore, Maryland.;
- "Discovering, Challenging, Exploring...Teaching in the New Millennium" Conference 2000 at Castleton State College;
- The American Women Nature Writers in June 2000 in Castleton, Vermont.

Awards 2000-2005:

- Hugh O'Brian Leadership Ambassador
- I Dare You Leadership Recipient
- Presidential Leadership Award
- Name Who's Who Among High School Students in 2003
- Castleton Fellowship Award Recipient
- Castleton Benefactors Scholarship Recipient
- Dorothy Beach Barnouw Scholarship Recipient
- National Dean's List in 2006-2008
- Name Who's Who Among Students in America's Colleges and Universities

References

Would be nice to have 3-5 right here to fill up the page and make life easier on the recruiters...which is a good thing!

Name	Title	Organization	Contact Information
Name	Title	Organization	Contact Information
Name	Title	Organization	Contact Information

Letters of reference available upon request.

NURSEY PERSON THAT WE LOVE

ADDRESS, PHONE, EMAIL, ETC.

Objective: Entry level or residency position as an RN within a progressive health center.

Education

- Associate of Science in Nursing, Graduation, May 2010
Castleton State College, Castleton, Vermont
- Dean's List, Fall 2008, Spring 2009, Fall 2009
- Master of Arts, Education, May 1985
Castleton State College, Castleton, Vermont
- Bachelor of Science, Communication/Journalism, May 1982
Castleton State College, Castleton, Vermont

Licensure/Certification

- Nursing Assistant, Licensed in Vermont, Expires November 2010
- Current CPR certification;
- Basic Life Support for Healthcare Providers, expires June 2010
- Heartsaver First Aid, expires October 2010
- Current Vermont Educator's License, expires June 2013
- K-12 Teacher of Handicapped, Special Education/Resource Room
- Endorsable in K-6 elementary education

Summary of Qualifications

- FOCUS ON NURSING NOT TEACHING FOR THIS LINE!
- KEY SKILLS: Critical thinker with ability to prioritize for competent and dignified patient care, strong leadership qualities and ability to create a positive working environment, organized and effective time manager,
- WORK STYLE: Professional, energetic and determined, Flexible and adaptable to change of environment and work schedules.

Clinical Experience:

- **Northeastern Vermont Regional Hospital, Hospital Drive, St. Johnsbury, VT**

January-May 2010; January-March/ August-September 2009; November-December 2008

- **Medical-Surgical Nursing Clinical Rotation:** Assigned two patients per shift, completed nursing assessments, developed nursing care plans, administered medications, provided treatments, trained and counseled patients and family members, completed documentation, reported to staff nurses
Team leader for four nursing students and eight patients. Job shadowed in ED and OR.
- **Barnet Elementary School, Barnet, Vermont**

November-December 2009

- ♦ **School Nurse Community Clinical Rotation:** Completed nursing assessments, administered medication and treatments, completed height/weight, hearing and vision screenings, developed and implemented lessons for middle school health class, reported to school nurse.
- **Dartmouth Hitchcock Medical Center, Lebanon, New Hampshire**

October-November 2009

- ♦ **Psychiatric Clinical Rotation:** Completed mental health assessments, participated in group therapy, participated in team meetings, participated in medical student patient interviews, accompanied patient through electroconvulsive therapy and recovery.
- **Northeastern Vermont Regional Hospital, Hospital Drive, St. Johnsbury, VT**

April-May 2009

- ♦ **Labor and Delivery Clinical Rotation:** Performed nursing assessments on laboring mothers, conducted fetal monitoring, completed newborn assessments, participated in breast feeding and new parent classes.
- **Vermont Department of Health, Burlington, Vermont 05402**
2005-2008

- ♦ **Instructor, *Healthy Living with Chronic Disease* :** Northeastern Vermont Regional Hospital, St. Johnsbury, Vermont 05819 Planned and facilitated *Healthy Living with Chronic Disease* classes, trained and counseled participants.

Leadership/Teamwork/Professional Development

- Class Representative/Faculty Liaison, 2008-2010, Class Treasurer/Secretary, 2009-2010, Castleton State College Nursing Program at Lyndon State College
- Secretary, Lyndon Institute Booster Club, 2002 to 2008
- Board Member, Caledonia County Court Diversion Program, 1997-2008
- Northeast Kingdom Youth Services, St. Johnsbury, Vermont 05819
- Member, American Mensa, May 1989 to Present

References

Furnished upon request