

Emerson D. Educator

1855 Spartan Road, East Lansing, MI 48824
email emerson@msu.edu | cell 517-333-1234

Education Sector Qualifications

Dedicated educator with six months of classroom experience and two years of tutoring experience in multiple settings, including ESL. Peace Corps Prep Program participant. Three years of college-level French. Interest in healthy lifestyles and promoting youth fitness in educational settings.

Education

Michigan State University

Bachelor of Arts in Elementary Education

East Lansing, MI

May 2022

- Global Educators Cohort Program
- GPA: 3.34/4.00

Teaching Certifications

TEFL (Teaching English as a Foreign Language) Certificate
Participant

Accredited Online Course
Summer 2021

- Completed 120-hour online course in basic TEFL techniques and pedagogy

Teaching & Tutoring Experience

Fourth Grade Teacher Intern

Cornell Elementary School

Okemos, MI

September 2022-May 2023

- Team-taught fourth grade in all subject areas
- Served as team leader for science lessons, including hands-on experiments and demos
- Volunteered to lead jump-rope club during recess for grades K-4

French Language Tutor

Private Households

East Lansing, MI

February 2022-July 2023

- Tutored two junior high school students one hour a week in Level 2 French

Volunteer ESL Tutor

Refugee Development Center

Lansing, MI

June 2020-August 2022

- Led weekly small-group (4-6 people) conversational English classes for people with varied first languages, one hour each week

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Sample Résumé #1 for Peace Corps Education Sector Applicants

- Conducted one-on-one lessons with students from Laos and Guatemala, one hour each week with each student

Summer Success Program Volunteer

Delgado Community Center

Lansing, MI

July-August 2019

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

Leadership Experience & Community Involvement

Team Playmakers Running Club, Member

March 2018-present

Running Buddies, Elementary Student Fitness Partner

January 2017-present

MSU French Club, Member

September 2018-May 2020

Other Work Experience

Lifeguard

St. Johns Community Aquatic Center

St. Johns, MI

Summers 2017, 2018, 2019

- Provided safe and secure swimming environment for community members
- Taught swimming lessons for children ages 4-12
- Maintained lifeguarding certification and CPR certification

Retail Sales Assistant

Walmart

St. Johns, MI

January-June 2018

- Operated cash register, handling cash, credit, and debit cards sales
- Processed transactions quickly and efficiently
- Provided customer service to shoppers

Language Skills & International Experience

- Conversational ability in French (two years in high school, three years in college)
- Novice ability in Spanish (one month exchange program)
- International travel (two-week trip to Morocco and Spain 2022; two-week family trip to France 2019; one month service-learning project in Monteverde, Costa Rica 2018; one-week trip to Quebec 2016)

Tai Teacher

9876 Brody Blvd., East Lansing, MI 48824 | email taiteach@msu.edu | cell 517-654-3210

Qualifications for Primary and Secondary Education English Teacher Opening in Indonesia

Peace Corps Prep Program certificate holder	Three years as English as a Second Language tutor	Demonstrated desire to serve community through varied volunteer work
Extensive intercultural experience, in US and abroad	Proven ability to work with multiple age groups	Strong written and oral communication skills

Education

Michigan State University Bachelor of Arts, International Relations	East Lansing, MI May 2025
<ul style="list-style-type: none">• Minor in Muslim Studies• GPA: 3.82/4.00	

Teaching & Tutoring Experience

Volunteer ESL and GED Tutor Global Institute of Lansing Refugee Services	Lansing, MI October 2022-present
<ul style="list-style-type: none">• Lead weekly small-group (4-6 people) conversational English classes for people with varied first languages, one hour each week• Conduct one-on-one lessons with adults studying for GED test, focus on social studies and language arts sections, one hour each week with each student (current students from Laos and Somalia)• Completed 25-hour in-person training course in basic TEFL techniques	
Peer Writing Tutor James Madison College Writing Center	East Lansing, MI August 2023-present
<ul style="list-style-type: none">• Work 5-10 hours a week in residential college writing center• Assist fellow students with brainstorming, outlining, and drafting papers• Have many repeat appointments with people requesting to work with me	

Community Involvement & Leadership

Member Delta Community Choir	Lansing, MI January-June 2023
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Sample Résumé #2 for Peace Corps Education Sector Applicants

Event Volunteer East Lansing, MI (and surrounding areas)
Spartan Day of Service Each October and April 2021-present
Site Team Leader for Potter Park Zoo, April and October 2023
Site Team Assistant Leader for Pattengill Elementary School Outreach October 2022

Member East Lansing, MI
Global Young Leaders Network (student organization) 2020-present
Treasurer 2021-22

Other Work Experience

Retail Sales Assistant Northfield, IN
Pets R Us Summers 2018-2020

- Operated multiple POS systems, handling cash, credit, and debit cards sales
- Used problem-solving and customer service skills

Dog Walker & Pet Sitter Northfield, IN
Independent Part-time 2015-2021

- Cared for up to six pets at a time (especially during holiday breaks and summers)
- Provided up to three walks/outdoor sessions a day depending on pet's needs

Language Skills & International Experience

- Heritage speaker of Hindi (strong speaking and listening skills)
- Conversational ability in Spanish (two years in high school, two years in college)
- International travel
 - One-week trip to Costa Rica 2021
 - High school summer exchange student to the Netherlands, 2018 (8 weeks)
 - Multiple extended trips to visit family members in northern India (2-8 weeks every other year throughout childhood and teen years)

HAYDEN M. HEALTHCARE

email hayden@msu.edu | cell 517-333-4321

current address:
353 Beaumont Way, East Lansing, MI 48824

permanent address:
1234 Dow Lane, Midland, MI 48640

KEY QUALIFICATIONS

- Extensive volunteer experience in healthcare and related settings
- International experience in a developing country
- Four semesters of college-level Spanish
- Peace Corps Prep Program participant

EDUCATION

Michigan State University

Bachelor of Science in Nutritional Sciences

East Lansing, MI

May 2023

- Minor in Health Promotion
- GPA: 3.67/4.00

HEALTH CERTIFICATIONS

Cardio-Pulmonary Resuscitation (CPR) Certification

Participant

Midland, MI

July 2021

- Completed two-hour American Red Cross course on CPR for adults, children, and infants

Nutrition and Wellness Consultant Certification

Participant

AADP-Accredited Online Course

May-August 2020

- Completed 200-hour online course from the American Fitness Professionals and Associates (AFPA).
- Program covered methods to educate clients on varied topics, including weight management, ways to reinforce positive food habits and behaviors, meal planning, and how to optimize nutrition regimens for peak fitness performance.

HEALTH-RELATED VOLUNTEER & WORK EXPERIENCE

Hello Hospital Volunteer

Sparrow Hospital

Lansing, MI

September 2022-February 2023

- Guided elementary school students through a hospital experience to familiarize them with various procedures and reduce anxiety
 - Demonstrated procedures such as using a blood pressure cuff, giving an injection, and placing an IV line
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Sample Résumé #1 for Peace Corps Health Sector Applicants

***Jugar Más!* Intern**

Centro de Desarrollo Comunitario

Oaxaca, Mexico

May-August 2022

- Collaborated with a Mexican counterpart to develop a day camp curriculum for children ages 5-10
- Created lesson plans based on health and wellness, exercise and play, good nutrition and healthy snacks, and other positive choices
- Led 7 two-week day camp session using new curriculum, adapting and improving session by session, reaching over 200 children

Health Peer Advisor

MSU Student Wellness Center

East Lansing, MI

August 2020-present

- Developed and presented workshops about nutrition, meal planning, and eating disorder awareness
- Discussed patient health and nutrition concerns while maintaining confidentiality
- Identified campus and community resources and make referrals
- Hosted virtual cooking demonstrations on preparing quick and healthy meals (moved in-person when pandemic ended)

OTHER WORK EXPERIENCE

Lifeguard

Plymouth Pool

Midland, MI

Summers 2018, 2019

- Provided safe and secure swimming environment for community members
- Taught swimming lessons for children ages 4-12
- Maintained lifeguarding certification and CPR certification

Barista

Espresso Milano

Midland, MI

June 2016-May 2019

- Provided customer service to café patrons
- Operated cash register, opened or closed when manager was not available
- Created custom drinks and sandwiches, served pastries and other food items
- Maintained strict food safety and hygiene protocols

LEADERSHIP EXPERIENCE & COMMUNITY INVOLVEMENT

American Red Cross, Volunteer Blood Drive Donor Monitor

August 2019-present

FitKids 360, Volunteer Group Leader

Summer 2021

SPECIAL SKILLS & EXPERIENCE

- Fluent Spanish (four years in high school, two years in college, internship abroad in Mexico)
- International travel (summer in Mexico 2022; four-week Freshman seminar abroad to Spain 2019, two-week family trip to Germany and Austria 2018, one-week service project in Haiti 2018)

HOLLIS HEALTHYONE

email hollis@msu.edu | cell 616-567-8910

current address:
1855 Spartan Lane
East Lansing, MI 48824

permanent address:
1111 Main Street
Kalamazoo, MI 49006

QUALIFICATIONS FOR MATERNAL, CHILD HEALTH AND HIV/AIDS EDUCATOR – ZAMBIA

- Dedicated professional with experience in public health outreach and client service
- Proven flexibility, resourcefulness, and ability to excel with minimal supervision
- Certified in American Red Cross CPR & First Aid (maintained since 2021)
- Peace Corps Prep certificate recipient
- Demonstrated language learning ability

EDUCATION

Michigan State University East Lansing, MI
Bachelor of Science in Biology May 2024

- Minor in Science and Society
- GPA: 3.65/4.00

Universidad de San Francisco Quito, Ecuador
Education Abroad: Homestay immersion and courses taught in Spanish January-April 2023

HEALTHCARE RELATED WORK EXPERIENCE

Community Outreach Coordinator Detroit, MI
AmeriCorps September 2024-present 2024 | 40 hours/week

- Assisted in chronic-care home visits in underserved communities.
- Lead team of six in community service project to rehabilitate health clinic waiting room.
- Prepared case studies on livelihood and illnesses of community members.
- Collaborated on HIV/AIDS prevention training for over 30 women.

Pharmacy Technician East Lansing, MI
Spartan Pharmacy May-August 2024 | 40 hours/week

- Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs.
- Compounded creams and suspensions for use on specific nursing home patients.
- Required attention to detail and broad knowledge of over 200 most-used medications.

Pharmacy Technician Intern

Spartan Pharmacy

East Lansing, MI

January-April 2024 | 20 hours/week

- Prepared IVs for medical use; input and maintained drug database.
- Monitored and maintained medication levels in Emergency Room Accu-dose machine.
- Demonstrated thoroughness and attention to detail in filling outpatient prescriptions and inpatient medication orders.

OTHER WORK EXPERIENCE

Team Member

Target

East Lansing, MI

January 2021-April 2024 | Part-time

- Worked 5-10 hours a week stocking shelves, doing inventory, and setting up displays.
- Assisted guests with finding items as needed

Delivery Driver

Jimmy John's

Kalamazoo, MI

June 2017-May 2020 | Part-time summers

- Delivered sandwiches in 15-mile radius, focusing on safety and customer satisfaction
- Handled cash, credit, and debit card orders
- Improved customer service skills

LEADERSHIP & COMMUNITY INVOLVEMENT

Global Health Access Club, Michigan State University

2021-2024

- Secretary, 2023-24 academic year

Volunteer Volleyball Assistant Coach, Boys and Girls Club of Lansing

2022-2024

Volunteer, Tri City Food Bank

2016-2019

- Organized food drive with Kalamazoo Central High School 2017 and 2018

LANGUAGE SKILLS & INTERNATIONAL EXPERIENCE

- Conversational Spanish (two years in high school, two years in college, participated in education abroad in Ecuador)
- International travel
 - 2023: 4-month education abroad program in Quito, Ecuador
 - 2023: 6 weeks of independent travel in Ecuador, Peru, and Chile after education abroad
 - 2019: 2-week family trip to Morocco
 - 2016, 2018: two 1-week family spring break trips to Mexico

EASTON ENVIRONMENTALIST

current address:
884 Red Cedar Rd.
East Lansing, MI 48824

email enviro@msu.edu
cell 952-555-4567

permanent address:
3600 Virginia Ave.
Bloomington, MN 55437

QUALIFICATIONS FOR PEACE CORPS COMMUNITY ENVIRONMENTAL CONSERVATION PROJECT IN PANAMA

Peace Corps Prep Program certificate holder	Conversational Spanish skills (through coursework and travel)	International experience in Central America and Puerto Rico
Spanish-language environment-related teaching experience with children ages 5-10	Extensive experience in environmental education, forestry, and customer service	Not afraid to get dirty; enjoy field work, outdoor labor, hands-on teaching and demonstrations

ENVIRONMENTAL VOLUNTEER & WORK EXPERIENCE

Forestry and Water Quality Field and Lab Technician St. Cloud, MN
Minnesota Institute for Watershed Studies May-August 2021

- Inventoried and mapped forest, wetland, and stream vegetation in Upper Mississippi River Basin watershed
- Conducted field and lab work to monitor local water quality attributes including nutrients analyses, dissolved oxygen, chlorophyll, and alkalinity
- Carried out landowner surveys and met with community groups to promote environmentally friendly practices to reduce toxic runoff

Volunteer Fire Fighter Duluth, MN
Superior National Forest May-August 2022

- Interned full time with US Forest Service based in Superior National Forest for over 450 hours of forest experience
- Cut trails along woods and spent most of the summer battling forest fires during the dry season
- Educated users on wilderness area management and regulations of their use
- Conducted overnight patrols and documented any unusual or suspicious findings

***juntos por nuestra planeta!* Intern** San Juan, Puerto Rico
Centro Comunitario Península de Cantera May-August 2023

- Collaborated with a Mexican counterpart to develop a day camp curriculum for children ages 5-10
- Created lesson plans based on sustainability, conservation, climate change, and how kids can make a difference
- Led 7 two-week day camp sessions using new curriculum, adapting and improving session by session, reaching over 200 children

Peace Corps Community Environmental Conservation Project Applicant | page 1

EDUCATION

Michigan State University East Lansing, MI
Bachelor of Science in Sustainable Parks, Recreation and Tourism May 2023

- Minor in Forestry
- Major and minor courses included classes in: Community Sustainability (CSUS), Forestry (FOR), Agriculture, Food, and Resource Economics (AFRE), and Hospitality Business (HB)
- GPA: 3.55/4.00

LEADERSHIP EXPERIENCE & COMMUNITY INVOLVEMENT

Volunteer Lansing, MI
Hunter Park GardenHouse 2021-present
Volunteer shift coordinator 2022-23

Member East Lansing, MI
Sustainable Spartans (student organization) 2019-2023
Treasurer 2021-22

Event Volunteer Minneapolis, MN
Earth Day Half Marathon Each April 2016-2019

OTHER EMPLOYMENT

Barista East Lansing, MI
Biggby Coffee September 2021-present

Barista Bloomington, MN
Caribou Coffee June 2016-May 2019

- Provided customer service to café patrons
- Operated cash register, opened or closed when manager was not available
- Created custom drinks and sandwiches, served pastries and other food items
- Maintained strict food safety and hygiene protocols

INTERNATIONAL EXPERIENCE & LANGUAGE SKILLS

- Conversational Spanish (two years in high school, two semesters in college, spoke Spanish on trips to Costa Rica and Puerto Rico)
- International/territories travel (summer in Puerto Rico 2023, two-week family trip to Ireland and England 2018, one-week service project in Costa Rica 2018)

PEYTON PLANETSAVER

email planet@msu.edu | cell 608-543-2100 | home 1205 Armstrong Ave. | Madison, WI 53558

SPECIAL QUALIFICATIONS

- Peace Corps Prep certificate recipient
- Advanced French proficiency
- Extensive coursework in community sustainability, natural resource management, biology, and public policy
- Volunteer and work experience in various settings, including environment and science-related educational programming

EDUCATION

Michigan State University East Lansing, MI
Bachelor of Science in Environmental Studies and Sustainability May 2024

- Minor in French
- GPA: 3.72/4.00

Cheikh Anta Diop University Dakar, Senegal
Education Abroad: Homestay immersion and courses taught in French January-April 2023

RELATED VOLUNTEER & WORK EXPERIENCE

Field Interpreter Monona, WI
Aldo Leopold Nature Center 40 hours/week | May 2024-present

- Create lesson plans to educate diverse K-12 student populations on conservation, water chemistry, and macroinvertebrate collections and analysis
- Organize and lead field trips for school groups to integrate environmental conservation into science classes
- Provide aid, including grant work, conference and workshop presentations, and information kiosks, to partner sites to develop and enhance interpretive programs

Summer Intern Hickory Corners, MI
W. K. Kellogg Biological Station 30 hours/week | May 2023-August 2023

- Developed materials for summer youth program at Kellogg Bird Sanctuary
- Led workshops and tours at Kellogg Bird Sanctuary for summer camp attendees

OTHER WORK EXPERIENCE

Student Assistant

Department of Community Sustainability

East Lansing, MI

January 2021-December 2022

- Worked appx. 5 hours a week doing office tasks such as answering general email inquiries and filing, in addition to creating flyers for programs and events, planning events, and contributing to social media accounts for the department

Retail Sales Assistant

Wisconsin Science Museum Gift Shop

Madison, WI

10 hours/week (30 in summer) | June 2018-March 2020

- Operated cash register, handling cash, credit, and debit cards sales
- Created displays for varied seasonal and exhibit-related themes
- Provided customer service to shoppers, including hands-on science kit demonstrations

COMMUNITY INVOLVEMENT & LEADERSHIP SKILLS

Member, Environmental Studies and Sustainability United (student organization) 2021-2024
Social Media chair, 2023-24 academic year

Volunteer, Run for the Hills! 5K at Hidden Lake Gardens September 2021, 2022, 2023
Campus volunteer coordinator, 2023

Volunteer, Dane County Science Kids 2017-2020

OTHER SKILLS

- International travel to Senegal (four-month education abroad program), France (two-week high school exchange), and Mexico (one-week high school spring break)
- Proficient with Microsoft Office Suite, Adobe Suite, multiple social media and networking sites, PC and Mac operating systems
- Award-winning photographer

VERY AGRICULTURALIST

email averyag@msu.edu | cell 989-555-9876

current address:
1855 Beaumont Lane
East Lansing, MI 48824

permanent address:
777 Poseyville Road
Midland, MI 48640

QUALIFICATIONS FOR URBAN AGRICULTURE EXTENSION AGENT POSITION – SENEGAL

- Volunteer and work experience in multiple farm, garden, and landscaping settings
- International experience in French and Spanish-speaking countries
- Four semesters of college-level French
- Peace Corps Prep certificate recipient

EDUCATION

Michigan State University East Lansing, MI
Bachelor of Science in Agriculture, Food and Natural Resources Education May 2023

- Minor in Women's and Gender Studies
- GPA: 3.52/4.00

AGRICULTURE RELATED VOLUNTEER & WORK EXPERIENCE

Organic Farm Volunteer East Lansing, MI
MSU Student Organic Farm February-November, 2021-23 seasons

- Worked on transplant propagation, planting beds, and general maintenance in multiple hoop houses
- Harvested more than 30 varieties of vegetables and herbs for distribution in CSA shares, campus dining facilities, and farm food stand
- Bundled and packed CSA shares, assisted CSA customers, educated customers about produce and ways to prepare lesser-known vegetables

Landscaping Assistant Midland, MI
Macy's Midland Mowing Summer 2019, 2020

- Worked appx. 15 hours/week through summer
- Responsible for mowing at several commercial properties
- Maintained multiple plant beds with regular watering, weeding, and mulching as needed

Community Gardener Midland, MI
Tri City Food Bank Garden Project Seasonal, June 2018-present

- Family cultivated vegetables as part of Grow & Give Initiative, donating produce to food bank
- Summers 2021-22, volunteered 4-5 hours per week during summer as garden educator, demonstrating basic planting and growing techniques and sustainable practices to new gardeners

OTHER WORK EXPERIENCE

Student Assistant

Department of Community Sustainability

East Lansing, MI
January 2020-May 2022

- Worked 5-10 hours a week doing office tasks such as making copies, assembling mailings, maintaining listservs, answering general email inquiries, creating flyers for programs and events, and planning events.
- Worked remotely and planned Zoom events during COVID-19 pandemic

Delivery Driver

Pizza Sam's

Midland, MI
June 2016-May 2019

- Delivered pizzas in 15-mile radius, focusing on safety and customer satisfaction
- Handled cash, credit, and debit card orders
- Improved customer service skills

OTHER LEADERSHIP & COMMUNITY INVOLVEMENT

Volunteer, Girls on the Run Mid-Michigan

Spring 2022

Spartan Ambassador, Global Spartans Student Association

2020-2022

International Club Member, Dow High School

2015-2019

President, 2028-19 academic year

Secretary, 2017-18 academic year

Volunteer, Tri City Food Bank

2015-2019

LANGUAGE SKILLS & INTERNATIONAL EXPERIENCE

- Conversational French (two years in high school, two years in college, family hosted exchange student from Togo 2019-20)
- International travel
 - 2022: 3-week faculty-led education abroad program to Paris, Florence, and Rome focused on “Global Food Systems and Health”
 - 2019: 4-week first-year seminar abroad to Costa Rica titled “Power to the People: Community Organizations Creating Sustainable Change”
 - 2018: 2-week family trip to France and the UK
 - 2015, 2017: two 1-week family spring break trips to Mexico

Simcha Sustainability

current address | 345 Snyder Lane | East Lansing, MI 48823
permanent address | 9999 Sorenson Way | Naperville, IL 60440

email | sustain@msu.edu

cell | 630-333-9876

Special Qualifications for Peace Corps Service

- Coursework in environmental soil sciences, microbial ecology, plant pathology, plant breeding and genetics
- Hands-on volunteer and intern experience in gardening and outreach positions
- Volunteer and work experience working with students and community members from diverse backgrounds
- Peace Corps Prep certificate recipient

Volunteer & Work Experience in Agriculture

Student Employee

East Lansing, MI

MSU Grow Green Vermicompost Program 10-15 hours/week | September 2022-present

- Drive university vehicle on rounds to collect compost
- Assist in processing food waste for delivery to vermicomposting facility
- Visit schools and science fairs to do vermiculture outreach

Volunteer

East Lansing, MI

MSU Student Food Bank 2 hours/week during academic year | January 2023-present

- Help sort and organize food products, stock food bank shelves
- Fill client orders
- Clean and sanitize the food storage and preparation spaces.

Community Garden Intern

Lansing, MI

Hunter Park GardenHouse 40 hours/week | May-August 2023

- Prepared and cultivated vegetable, herb, and flower starts
- Worked to maintain garden beds through weeding, watering, fertilizing
- Coordinated weekly volunteer schedule
- Worked as garden educator, demonstrating basic planting and growing techniques and sustainable practices to new gardeners

Education

Michigan State University

Bachelor of Science in Crop and Soil Sciences

East Lansing, MI

December 2025

- Minor in Horticulture
- GPA: 3.88/4.00

Other Work Experience

Ice Cream Server

Naperville, IL

Baskin Robbins 20 hours/week summer, 10 hours/week school year June 2018-July 2021

- Worked in a fast-paced environment to quickly and accurately fill orders
- Kept counter areas and serving areas clean
- Followed sanitizing protocols
- Handled cash, credit, and debit card orders

Other Leadership & Community Involvement

Member, Student Horticulture Association

Fall 2022-present

Secretary, 2024-25 academic year

Player, Ultimate Frisbee Intramural Team

Fall 2021-present

Member, National Green Schools Society, Naperville Central High School

2018-2021

Event coordinator, 2019-20 academic year (including Zoom socials during pandemic)

Language Skills & Travel Experience

- Two years high school Spanish
- International travel: three family trips to Canada
- Domestic travel: extensive travel to over 15 National Parks (including two-week eco-program in Puerto Rico)

YARI YOUTHINDEV

email youthin@msu.edu | cell 616-321-5432 | home 888 W. 88th St. | Grand Rapids, MI 49509

SPECIAL QUALIFICATIONS

- Peace Corps Prep certificate recipient
- Proficient in Arabic
- Volunteer and work experience in various settings, including educational and youth-related programming
- Extensive coursework in child development, family dynamics, multicultural perspectives, social work, and immigrant experiences
- Intensive online course (50 hours) on addiction intervention

EDUCATION

Michigan State University

Bachelor of Arts in Human Development and Family Studies

East Lansing, MI

May 2022

- Minor in Arabic
- GPA: 3.47/4.00

RELATED VOLUNTEER & WORK EXPERIENCE

Intern Shelter Resident Assistant

Rainbow House

East Lansing, MI

May-August 2021

- Worked 20 hours/week for summer internship
- Counseled at-risk youth who had run away or been kicked out of their homes
- Assisted with family reconciliations techniques to unite families
- Designed educational materials for community outreach, especially on LGBTQ+ acceptance
- Planned special events and celebrations, for example game nights, birthday parties for residents, bowling night, and “Playing Picasso” art night

Volunteer ESL Tutor

Refugee Development Center

Lansing, MI

June 2020-August 2022

- Led weekly small-group (4-6 people) conversational English classes for people with varied first languages, one hour each week
- Conducted one-on-one lessons with students from Somalia and Algeria, one hour each week with each student

Volunteer Homework Helper

Homework Helpers (East Lansing Public Library)

East Lansing, MI

September 2019-March 2020

- Did one-on-one tutoring for 2 walk-in hours a week during the school year, primarily for middle school-age students
- Worked with students on general study skills, math concepts, grammar, and reading

OTHER WORK EXPERIENCE

Student Assistant

Human Development and Family Studies

East Lansing, MI

January 2020-May 2022

- Worked appx. 5 hours a week doing office tasks such as answering general email inquiries and filing, in addition to creating flyers for programs and events, planning events, and contributing to social media accounts for the department
- Worked remotely and planned Zoom events during COVID-19 pandemic

Retail Sales Assistant

Red Balloon Book Shop

Kentwood, MI

June 2016 -August 2019

- Operated cash register, handling cash, credit, and debit cards sales
- Created displays for varied seasonal and literature-related themes
- Led weekly children's story hours (virtual during COVID-19 pandemic)
- Provided customer service to shoppers, including book recommendations

COMMUNITY INVOLVEMENT & LEADERSHIP SKILLS

Member, MSU Gay-Straight Alliance

Social Media chair, 2020-21 academic year

2019-2022

Volunteer, Interfaith Alliance 5K

2019

Volunteer, Big Brothers Big Sisters Mid-Michigan

2018-2020

OTHER SKILLS

- Conversationally fluent in Arabic (Iraqi dialect) – spoken at home
- Two years of college Spanish
- Proficient with Microsoft Office Suite, Adobe Suite, multiple social media and networking sites, PC and Mac operating systems

KAYDEN KIDFRIEND

email kayden@msu.edu | cell 763-789-1234

current address

1855 Brody Ave., East Lansing, MI 48824

permanent address

1000 Aspen Lane, Plymouth, MN 55441

Key Qualifications for Peace Corps Climate-smart Youth Development Facilitator Position (Morocco)

- Extensive coursework in community sustainability, climate resilience, environmental justice, and science communication. Key courses include:
 - CSUS 445: Community-Based Environmental and Sustainability Education
 - CSUS 332: Leadership for Community Sustainability
 - JRN 473: Environment, Science and Health Journalism Special Topics
- Proficient in French
- Volunteer and work experience in various settings, including youth-related programming, leading small group lessons, and volunteering with special needs teens
- Red Cross certified in CPR and First Aid (certification maintained since 2019)
- Peace Corps Prep certificate recipient

Education

Michigan State University

Bachelor of Science in Environmental Studies and Sustainability

East Lansing, MI

May 2025

- Minor in French
- GPA: 3.75/4.00, Dean's List every eligible semester

Related Volunteer & Work Experience

Summer Education Intern

Impression 5 Science Center

Lansing, MI

40 hours/week | May-August 2024

- Designed and presented educational materials for science camps
- Worked with campers ages 6-12 doing hands-on educational activities
- Created content for and managed science center social media accounts
- Drafted daily communication email to parents and guardians

Day Camp Assistant Counselor

Impression 5 Science Center

Lansing, MI

30 hours/week | May-August 2022 and 2023

- Assisted camp instructors with creating and presenting science-based lessons
- Supervised groups of children ages 6-12 during lunch periods and on playground

Other Work Experience

Student Employee

MSU Culinary Services

East Lansing, MI

8-12 hours/week | January 2022-present

- Work at entry register, scanning ID cards, taking payments, and welcoming guests

Retail Sales Assistant

BrainStorm Toys

Plymouth, MN

10-30 hours/week | June 2019 -August 2021

- Part time work (more hours over summers and school breaks)
- Operated cash register, handling cash, credit, and debit cards sales
- Conducted demonstrations of science-themed kits and toys
- Created lesson plans for Saturday Science Club, a monthly science event for pre-school and early elementary children
- Created displays for varied seasonal themes

Community Involvement & Leadership Skills

Member, Environmental Studies and Sustainability United (student organization) 2022-present

- Secretary, 2024-25 academic year

Event Volunteer, Spartan Day of Service

Each October and April 2021-2024

Volunteer, Special Olympics of Minnesota Regional Swim Meets

April and May 2018, 2019

International Experience & Other Skills

- International travel
 - Two family trips to Canada
 - Two family trips to Mexico
 - High school French class trip to France (Paris and Strasbourg), April 2021
- Three years of college French, two years high school French
- Lifeguard certified (maintained 2017-2020)
- Proficient with Microsoft Office Suite, Adobe Suite, multiple social media and networking sites, PC and Mac operating systems

Corey Community

1855 Shaw Lane, East Lansing, MI 48823
email coreycom@msu.edu | cell 517-881-9876

Qualifications Related to Economic Empowerment Position

Peace Corps Prep Program certificate holder	Coursework in grant writing, organizational leadership, and community economic development	Successful small business owner
Extensive experience in digital marketing, social media, and consumer behavior	International experience, including one month in West Africa	Comfortable with public speaking and leadership

Education

Michigan State University

Bachelor of Arts in Marketing

East Lansing, MI
May 2022

- Certificate in Non-Profit Leadership
- GPA: 3.54/4.00

Related Work & Volunteer Experience

Intern

South Side Community Coalition

Lansing, MI
Summer 2021

- Worked 30 hours/week in 10-week summer internship for Certificate in Non-Profit Leadership
- Conducted needs assessment for outreach and social media campaigns
- Met with community leaders and organizers about outreach needs
- Led sessions for Empowering Youth Today summer program for 12-16 year-old students

Volunteer Outreach Coordinator

Sustainable Suds

Lansing, MI
June 2020-August 2022

- Gathered soap and shampoo from local hotel chains to donate to shelters serving unhoused people
- Collected over 300 bottles of shampoo and 500 bars of soap for charity
- Promoted project through social media, coordination with local organizations, and as service project for Greek organizations on campus

Sample Résumé #1 for Peace Corps Community Economic Development Sector Applicants

Co-owner East Lansing, MI
Green & White Beatz July 2019-present

- Provided music and entertainment at more than 30 parties and private events
- Effectively used social media to build relationships with clients, market business, and keep up with industry trends
- Negotiated basic contracts and price quotes, sent invoices and collected payments, became familiar with some business tax regulations

Volunteer Marketing Coordinator Lagos, Nigeria
Abonnewa Youth Advocacy Movement June 2019

- Worked 20 hours/week in one-month service learning project to develop outreach campaign for community program
- Collaborated with an MSU professor and two MSU students, as well as Nigerian staff, to plan low cost outreach efforts
- Led local youth in painting a mural at community center
- Developed plan for percussion outreach program for youth, based on volunteer work in US

Cashier (Shift Manager June 2018-May 2019) East Lansing, MI
Big Apple Bagel April 2016-May 2019

- Operated cash register, handling cash, credit, and debit card sales
- Provided customer service to patrons at busy café
- Managed a crew of 6 staff members for 15 hours a week (up to 30 hours/week in summer) for over 1,400 hours of management experience
- Analyze restaurant's needs and sales history to assist owner in ordering inventory and stocking supplies

Leadership Experience & Community Involvement

Sustainable Business Association, Member September 2019-May 2022
Intramural Ultimate Frisbee Club, Member September 2018-present
Feel the Beat (Percussion Outreach Program), Volunteer January 2017-March 2020

Language Skills & International Experience

- Interest in learning other languages (two years high school French, colloquial beginner Spanish, two semesters college Japanese, one semester college Yoruba)
- International travel (one-week family trip to Costa Rica 2017, two-week trip to Morocco and Spain 2018; one month service-learning project in Lagos, Nigeria 2019)

NAVI NEIGHBORLY

email neighbor@msu.edu | cell 608-321-1234 | home 87 Juniper Rd. | Dayton, OH 45377

KEY QUALIFICATIONS

- Strong background in ecotourism and “greening” the economy
- Extensive experience with small businesses, including logistics, marketing, and guest services
- Two years of college Spanish
- Peace Corps Prep certificate recipient

EDUCATION

Michigan State University

Bachelor of Arts in Hospitality Business

East Lansing, MI

December 2024

- Minor in Environmental and Sustainability Studies
- GPA: 3.70/4.00

RELATED WORK & VOLUNTEER EXPERIENCE

Digital Media Intern

Ohio Hotel & Lodging Association

Columbus, OH

May-August 2023 | 40 hours/week

- Met with business owners about outreach needs to attract tourists
- Conducted needs assessment for outreach and social media campaigns
- Developed 8 social media campaigns, 2 each for 4 bed and breakfast enterprises
- Created best-practice materials and style sheets to ensure continuity of projects

Front Desk Attendant

Kellogg Hotel & Conference Center

East Lansing, MI

January 2021-May 2023 | 10-15 hours/week

- Provided excellent customer service to guests (Employee of the Month in October 2021 and February 2023)
- Assisted guest with check-in, check-out, and planning their stay

Front Desk Attendant

Buckeye Bed & Breakfast

Dayton, OH

June 2017-August 2020 | Varied hours

- Worked 10 hours/week during academic year, and up to 30 during summers in family-owned B&B
- Assisted guests with making reservations, check-in and -out, and planning local activities
- Responsible for preparing, setting up, and clearing evening happy hour snacks for guests
- Worked on light maintenance as needed (e.g., replacing light bulbs)

COMMUNITY INVOLVEMENT & LEADERSHIP

- Spanish Club, Member September 2023-present
- Spartan Alternative Spring Break, Volunteer Santa Elena, Costa Rica | March 2023
Worked with team of three peers and local stakeholders to create marketing plan and initial campaign for a family-owned ecotourism business in Costa Rica
- Event Volunteer, Spartan Day of Service Each October and April 2021-2024
- MSU Sustainable Business Association, Member August 2021-May 2024
President, 2023-2024
Social media chair, 2022-2023

LANGUAGE SKILLS & INTERNATIONAL EXPERIENCE

- Two years (four semesters) college Spanish with 4.0 in all language courses; growing interest in Spanish leading up to and following Costa Rica experience
- International travel
 - Ten-day service-learning project in Santa Elena, Costa Rica, 2023
 - Caribbean cruise (4 ports) with family, 2019
- Proficient with Microsoft Office Suite, Adobe Suite, Canva, Concrete CMS, multiple social media and networking sites, PC and Mac operating systems