Sample Résumé for Peace Corps Agriculture Sector Applicants

# **AVERY AGRICULTURALIST**

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#### current address:

permanent address:

1855 Beaumont Lane East Lansing, MI 48824 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

Bachelor of Science in Agriculture, Food and Natural Resources Education

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

East Lansing, MI May 2023

East Lansing, MI

February-November, 2021-23 seasons

## AGRICULTURE RELATED VOLUNTEER & WORK EXPERIENCE

#### **Organic Farm Volunteer**

MSU Student Organic Farm

- 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

Macy's Midland Mowing

- 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

Tri City Food Bank Garden Project

- 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

Avery Agriculturalist | page 1

Seasonal, June 2018-present

Midland, MI Summer 2019, 2020

Midland, MI

## **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 President, 2028-19 academic year Secretary, 2017-18 academic year	2015-2019
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
  - o 2015, 2017: two 1-week family spring break trips to Mexico

## **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

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

### **Related Work & Volunteer Experience**

#### Intern

South Side Community Coalition

- 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

- 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

Corey Community | Peace Corps Economic Empowerment Program Resume | page 1

East Lansing, MI May 2022

Lansing, MI

Lansing, MI

Summer 2021

June 2020-August 2022

#### Co-owner

Green & White Beatz

- 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

Abonnewa Youth Advocacy Movement

- 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)

Big Apple Bagel

- 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 Intramural Ultimate Frisbee Club, Member Feel the Beat (Percussion Outreach Program), Volunteer September 2019-May 2022 September 2018-present 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)

East Lansing, MI April 2016-May 2019

East Lansing, MI July 2019-present

Lagos, Nigeria

June 2019

Led weekly small-group (4-6 people) conversational English classes for people with

## **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

- Global Educators Cohort Program
- GPA: 3.34/4.00

### **Teaching Certifications**

TEFL (Teaching English as a Foreign Language) Certificate Accredited Online Course Participant Summer 2021

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

### **Teaching & Tutoring Experience**

#### **Fourth Grade Teacher Intern**

Cornell Elementary School

Team-taught fourth grade in all subject areas

varied first languages, one hour each week

- 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** 

June 2020-August 2022

*Emerson D. Educator | page 1* 

East Lansing, MI May 2022

Okemos, MI

September 2022-May 2023

Lansing, MI

#### Leadership Experience & Community Involvement

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

Team Playmakers Running Club, Member Running Buddies, Elementary Student Fitness Partner MSU French Club, Member

each week with each student

Summer Success Program Volunteer

Delgado Community Center

writing activities

#### **Other Work Experience**

#### Lifeguard

St. Johns Community Aquatic Center

- 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

- 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; oneweek trip to Quebec 2016)

#### Sample Résumé for Peace Corps Education Sector Applicants

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

March 2018-present January 2017-present September 2018-May 2020

Summers 2017, 2018, 2019

St. Johns, MI

St. Johns, MI

January-June 2018

Lansing, MI

July-August 2019

# **EASTON ENVIRONMENTALIST**

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

email <u>enviro@msu.edu</u> 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 environmentrelated 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

Minnesota Institute for Watershed Studies

- 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 promoted environmentally friendly practices to reduce toxic runoff

#### **Volunteer Fire Fighter**

Superior National Forest

- 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

Centro Comunitario Península de Cantera

- 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 session using new curriculum, adapting and improving session by session, reaching over 200 children

Peace Corps Community Environmental Conservation Project Applicant | page 1

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Duluth, MN May-August 2022

San Juan, Puerto Rico

May-August 2023

St. Cloud, MN

May-August 2021

### **EDUCATION**

#### Michigan State University

Bachelor of Science in Sustainable Parks, Recreation and Tourism

- 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

Hunter Park GardenHouse Volunteer shift coordinator 2022-23

Member Sustainable Spartans (student organization) Treasurer 2021-22

**Event Volunteer** Earth Day Half Marathon Minneapolis, MN

East Lansing, MI

Bloomington, MN

June 2016-May 2019

September 2021-present

## **OTHER EMPLOYMENT**

Barista **Biggby Coffee** 

#### Barista

Caribou Coffee

- 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)

Peace Corps Community Environmental Conservation Project Applicant | page 2

East Lansing, MI May 2023

East Lansing, MI

2019-2023

Lansing, MI 2021-present

Each April 2016-2019

# HAYDEN M. HEALTHCARE

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

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

## **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** 

- Minor in Health Promotion
- GPA: 3.67/4.00

### **HEALTH CERTIFICATIONS**

## Cardio-Pulmonary Resuscitation (CPR) Certification

Participant

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

#### Nutrition and Wellness Consultant Certification

Participant

- 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

AADP-Accredited Online Course

- 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

Hayden M. Healthcare | Peace Corps Application Résumé | page 1

East Lansing, MI May 2023

> Midland, MI July 2021

May-August 2020

permanent address:

1234 Dow Lane, Midland, MI 48640

#### *iJugar Más!* Intern

Centro de Desarrollo Comunitario

- 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** 

- 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** 

- 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

- 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 FitKids 360, Volunteer Group Leader

August 2019-present 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)

Hayden M. Healthcare | Peace Corps Application Résumé | page 2

Midland, MI June 2016-May 2019

Summers 2018, 2019

Midland, MI

East Lansing, MI August 2020-present

Oaxaca, Mexico

May-August 2022

# **YARI YOUTHINDEV**

email youthin@msu.edu | cell 616-321-5432 | home 888 W. 88<sup>th</sup> 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 youthrelated 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

- Minor in Arabic
- GPA: 3.47/4.00

## **RELATED VOLUNTEER & WORK EXPERIENCE**

#### **Intern Shelter Resident Assistant**

Rainbow House

- 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

- 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

*Yari Youthindev* | *page* 1

East Lansing, MI May-August 2021

East Lansing, MI

May 2022

Lansing, MI

June 2020-August 2022

#### **Volunteer Homework Helper**

Homework Helpers (East Lansing Public Library)

- 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

- 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

- 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

Kentwood, MI June 2016 - August 2019

East Lansing, MI

January 2020-May 2022

September 2019-March 2020

East Lansing, MI