

As a Jumpstart Corps member, you belong to an outstanding network of caring adult volunteers selected for your dedication to early childhood education, commitment to service, and ability to serve on a team. Jumpstart’s professional-caliber training and rigorous expectations position you as an exceptional candidate for internships, professional opportunities, and other prestigious service opportunities or awards. As a Jumpstart Corps member, you have many marketable skills that employers are eager to find in candidates. This document is designed to help you describe your experiences with Jumpstart and promote yourself for success in the job market and related endeavors.

PRESENTING JUMPSTART ON YOUR RÉSUMÉ

The Jumpstart experience can be difficult to capture on a résumé. For this reason, Jumpstart has created position descriptions in résumé format. **For the sake of network consistency and Jumpstart branding, we strongly encourage you to use these descriptions.**

To provide flexibility, the position descriptions are designed to be tailored to your personal experience. **In the highlighted sections, choose the option that best fits your responsibilities or fill in the blanks.** In addition, each description has one blank bullet that may be used to address any responsibilities that have not been captured through these descriptions. For support in constructing these additional bullets, please refer to the “Inserting Additional Responsibilities/Accomplishments” section of this document.

Jumpstart Corps Member

Insert start and end date

- Participated as an **AmeriCorps** member in an award-winning network of volunteers who provide individualized attention and positive adult-child relationships to prepare children attending preschool in low-income neighborhoods for school success.
- Implemented early childhood curriculum, supported family involvement, promoted children’s language and literacy skills through ongoing relationships with **insert number of preschool children you have served** partner **child/children**, and increased adult support in the learning environment.
- Collaborated with a team of **insert number of team members** Corps members to plan twice weekly in-classroom activities for a class of **insert number of children** preschool children.
- Received intensive training and professional development in early childhood theory and practice, language and literacy development, leadership skills, and communication with families.
- **Optional: Insert additional responsibility/accomplishment. See “Inserting Additional Responsibilities/Accomplishments” section below for support.**

Jumpstart Team Leader

Insert start and end date

- Participated as an **AmeriCorps** member in an award-winning network of volunteers who provide individualized attention and positive adult-child relationships to prepare children attending preschool in low-income neighborhoods for school success.
- Led **insert number of team members (generally 5-8)** peers to provide developmentally appropriate educational activities, with a focus on language and literacy, to young children.
- Coached team members by modeling developmentally appropriate practices and guiding reflection and discussion related to adult practice and children’s development. **Insert example of leadership if appropriate.**

- Facilitated team planning meetings and led twice weekly in-classroom activities to promote children’s language, literacy, and social-emotional development.
- Coordinated team administration, including facilitating well organized team meetings, managing notes and records, and communicating regularly with classroom teachers and the team’s site manager/supervisor.
- Optional: Insert additional responsibility/accomplishment. See “Inserting Additional Responsibilities/Accomplishments” section below for support.

Jumpstart Volunteer Coordinator

Insert start and end date

- Participated as an AmeriCorps member in an award-winning network of volunteers by implementing community and on-campus volunteer initiatives that supported preschool children in low-income neighborhoods.
- Planned and implemented insert number of events volunteer events, including insert 1-3 examples of events planned.
- Recruited, managed, and trained insert total number of volunteers recruited volunteers to serve insert number and type of children/families/preschools served (e.g. 60 children or 2 preschools) for assorted Jumpstart service projects.
- Assisted in identifying volunteer projects through needs assessment, research, and community outreach.
- Received intensive training and professional development in insert training topics such as event planning, volunteer recruitment, securing in-kind donations, or other training you received.
- Optional: Insert additional responsibility/accomplishment. See “Inserting Additional Responsibilities/Accomplishments” section below for support.

Inserting Additional Responsibilities/Accomplishments

If you would like to further tailor your position description, you may opt to include an additional responsibility or accomplishment. The following questions are designed to help you frame this bullet for your résumé:

- 1) How did your partner children develop as a result of your work with them? In what ways were you successful in enabling children to prepare for school? For example: “Helped partner children learn the letters of their names and write their names independently” or “Helped a partner child learning English for the first time to recognize beginning sounds and connect those sounds to printed letters in English words.”
- 2) What is one thing that you are most proud to have accomplished with Jumpstart?
- 3) Was there a moment or project for which you surpassed what was expected of you in your position as a Corps member, Team Leader or Volunteer Coordinator?
- 4) Is there a project you completed or a skill you have developed through Jumpstart that relates to the responsibilities and qualifications of the position to which you are applying?
- 5) What are your strongest skills? How does your Jumpstart experience express these strengths?
- 6) If you participated in a service-learning course, you may wish to include the following: “Participated in insert class name to support skill development.”
- 7) If you participated in Jumpstart Summer, you may wish to include the following: “Served full time assisting preschool teachers during summer months.”

In addition to adding a bullet, you may want to expand upon a pre-set bullet that is particularly relevant to the position for which you are applying. For example, if you are applying to work in a classroom, you may expand upon the bullets to discuss your classroom assistance time.

Additional Guidelines

- **Include all of your Jumpstart roles on your résumé.** If you served as both a Corps member and a Team Leader, include both positions within your Jumpstart experience. Be sure to list the appropriate dates for each and remove any duplicate bullets.
- **Do not refer to your Jumpstart experience as “work.”** You may state that Jumpstart was a Federal Work-Study job, but never alone state that you “worked for Jumpstart.” Your Jumpstart experience is considered to be service.
- **Do not use the words “managed” or “management” to describe the Team Leader position.** Under AmeriCorps guidelines, AmeriCorps members are not allowed to manage other AmeriCorps members. Avoid using these terms to describe the position.
- **Do not pronounce “Corps” with the “s” at the end.** Say it like “core” instead. If you are in an interview with someone who knows AmeriCorps well, they will know if you are pronouncing the term wrong and will not be impressed.

TIPS FOR WRITING A STRONG RÉSUMÉ

When crafting your résumé, make sure to consider who your audience will be. The person reviewing your résumé for the first time is most likely a recruiter. The recruiter looks at hundreds if not thousands of résumés a month. You want the recruiter to remember your résumé for the quality of your experience. Here are some general guidelines:

Format your résumé for clarity and consistency

- Use a reasonable font. Examples of very readable fonts include Times New Roman, Arial, and Palatino Linotype. Make sure to maintain this font throughout the entire document.
- State your full name in a large, bold font at the top of your résumé. Include your contact information (address, email address, and phone number) in a highly visible location near your name.
- Use simple and consistent formatting. It is okay to use bolded or italicized text, but be sure to maintain the same formatting for each experience.
- Use bullets carefully. They don't always convert to other formats well. If the site to which you are applying requires you to paste your résumé into a text box, bulleted lists may not make the move successfully. Be ready to spend some time editing your work on the site.
- Avoid boxes, shading, and borders. Different versions of Word may not read the formatting correctly, and this can cause the reader to see your résumé differently than intended.
- Use consistent and appropriate grammar. For example, do not put periods after some bullets and not others. Make sure your tense remains the same throughout your résumé, and be consistent with your use of capitalization.
- Do not use pictures on your résumé. Your LinkedIn profile should have a picture, but including one with your résumé is not appropriate.
- Keep your résumé to 1-2 pages. While your résumé should be concise, do not use 8-9 point font just to fit everything onto one page.

- Proofread your résumé thoroughly. There are many errors that are easy to miss, and just using spellcheck will not be enough. Be sure to check the context of words and the number of spaces between words and punctuation. Tactics for thorough proofreading include reading out loud, zooming in close, and soliciting a peer to help you edit. Even a minor error on your résumé will reflect poorly on your application for employment.

Tailor your experiences for relevance

- Customize your résumé. You may need to create multiple résumés for different types of jobs and/or industries. For instance, if you are applying to both teaching positions and corporate positions, it is advisable to have two separate résumés that include similar information but are formatted differently to highlight the pieces of information most relevant for each specific type of job.
- Let the job posting and description guide you with vocabulary to use when detailing your experience and knowledge. It is okay to use similar language to describe your own skills when you follow it up with specific details about yourself.
- Think critically about past experiences. Determine which responsibilities speak to your skills and which responsibilities speak to the industry to which you are applying. Include and emphasize those responsibilities that will most interest a potential employer.
- Include only relevant information. You may have experiences which say little about your strengths as a candidate, or you may have participated in a project minimally. Choose the tasks within each position that highlight and express your responsibilities and skills most clearly.

Present your experiences persuasively and honestly

- Develop strong, clear sentences to describe your work experience.
- Include a short synopsis of your previous employers if you believe the reader may not be familiar with the organization or company.
- Use action words to express your experiences positively, demonstrate leadership, and enable you to stand out.
- Always be honest.