

# MIGUEL GONZALES

**Personal Data:**

List permanent address if you might move before the employer can contact you.

1220 Elementary Road • Arcata, CA 95521 • (707) 765-4321 • mgonz23@humboldt.edu  
 24 East First Street • Santa Ana, CA 90742 • (714) 866-1234 • (after May 15, 20XX)

## OBJECTIVE

Entry level professional position with at-risk youth

**Objective:**

(Optional to include) State either the specific job or the broader occupational field you want.

## EDUCATION

Bachelor of Arts Degree, **Liberal Studies/Elementary Education**, May 20XX  
 Minor: **Leadership Studies**  
 Humboldt State University, Arcata, CA

**Education:**

You may also include GPA, research or class projects, educational honors or special courses.

## EXPERIENCE W/YOUTH

**Experience:**

Use relevant categorical titles where possible. Describe duties with skill/ action words and highlight accomplishments.

**Assistant Coordinator** 08/XX– 04/XX  
*Youth Educational Services (YES), HSU*  
 Arcata, CA  
 Organized program events, trained, interviewed and checked references for 30 volunteers, balanced budget, worked with community members for referrals of children, kept an open relationship with parents. Started new “HSU Youth Mentorship Program” for at-risk teens serving 20 youth per year.

**English/Math Tutor** 01/XX– 04/XX  
*Jacoby Creek Elementary School*  
 Arcata, CA  
 Tutored six children ages 7-13 in Math and English.

**Children’s Drama Teacher/ Camp Counselor** 06/XX– 08/XX  
*Camp Somerset*  
 Oakland, CA  
 Supervised cabin for ages 13-16. Taught creative dramatics to ages 6 to 16. Directed 80 to 100 children in productions of Roger and Hammerstein’s Cinderella, *The Wizard of Oz*, and *Oklahoma*.

## LEADERSHIP EXPERIENCE

**Orientation Program Counselor** 20XX– 20XX  
*Humboldt State University*  
 Arcata, CA  
 Taught groups of 15 to 35 new students about academic regulations, degree requirements and student life. Led campus tours for up to 25 students and families, facilitated games, mentored new counselors. Attended the 20XX National Orientation Directors conference.

**Peer Facilitator** 08/XX– 12/XX  
*Humboldt State University Seminar*  
 Arcata, CA  
 Counseled a group of 10 freshmen. Facilitated discussions about workload, money and time management, student programs and services. Read and responded to weekly journals.

**LEADERSHIP EXPERIENCE** (cont.)

**Senior Living Group Advisor**

*Humboldt State University*

Supervised 6 living group advisors. Coordinated educational, recreational and social programs for 400 residents.

09/XX– 05/XX

Arcata, CA

**HONORS & ACTIVITIES**

**Activities:**

Highlight honors, leadership, school activities, and relevant hobbies.

- **Who's Who** in American Colleges and Universities, 20XX
- **Graduated Cum Laude**
- **Member**, National Speech and Debate Honorary Fraternity, 20XX
- **President**, Newman Community, Humboldt State University, 20XX

**Pick categories relevant to your employers:**

Professional Development, Community Service, Memberships, Other Work History, International Travel.

**PROFESSIONAL DEVELOPMENT**

- Non Violent Crisis Intervention, 09/XX
- Intercultural Relations, 02/XX
- Safety & Risk Management, 08/XX
- Basic Counseling Skills, 03/XX
- Event Planning & Fundraising, 10/XX

**COMMUNITY SERVICE**

**Leader/Guide:** 4-H Trail Program. Led physically handicapped children, ages 8-14 on horseback riding trips. Trinidad, CA. Fall & Spring 20XX-20XX.

**Tutor:** YES Homeless Network, HSU. Assisted children ages 6-12 on homework and tutored reading. 20XX-20XX

**Assistant Leader:** Boy Scouts. Planned & supervised activities for groups of 8-14 boys, ages 9-12. Santa Ana, CA. 20XX-20XX.

**SPECIAL QUALIFICATIONS**

- Speak Spanish fluently
- Play guitar and piano
- Computer skills: MS Word, Excel, PowerPoint, HTML
- First aid/CPR certified
- Ability to coach volleyball and soccer

Acronyms are OK if your employer would recognize them.

**Special Qualifications:**

Emphasize skills, activities or interest that might appeal to your targeted employers.

**REFERENCES**

(Optional to include, but if so, list at least 3)

List name, job title, employer, address, phone #, & e-mail of faculty, employers or advisors.

Seek permission first.