

Resume “Action Statements” for CTE Classes

The below are Action Statements that **MAY** describe something you experienced/learned while participating in a CTE class. This list is designed to assist you create a resume and you are welcome to utilize any of the statements that **truthfully describe you**. At the bottom of this list are Action Statements that also pertain to your general school experience.

Ag	
Animal Science; Ag Farm Operations	Cared for swine/sheep/bovine/goat (select only the ones you experiences) on a regular basis. Followed set schedule for proper feeding to maximize animal grow and health. Gained hands on experience working at the school farm.
Veterinarian Technician	Learned animal safety and universal health precautions. Understanding of basic medical terminology and procedures. Understanding of animal anatomy, physiology and nutrition. Able to identify common parasites. Participated in various lab procedures.
Ag Leadership	Participated in FFA activities. Worked effectively as a team member. Attended and participated in monthly FFA meetings. Gained experience in public speaking, etiquette and gratitude. Participated in regional FFA conferences and competitions.
Floral Design	Knowledge of proper care and handling of flowers, plants and foliage. Created floral products, including arrangements and corsages. Created floral products for special occasions and holidays. Able to evaluate the quality of floral material. Appropriately utilized floral tools, supplies, and material to create floral designs. Displayed, priced and marketed floral designs.
Ag Mechanics (Welding)	Understand and demonstrated basic safety skills and procedures. Understand and demonstrated safe use of hand and power tools. Gained hands on experience in basic welding. Able to identify various types of welds. Gained experience in electric arc/acetylene/metal inert gas (MIG) (select only the ones you experienced) welding processes. Designed, developed and created metal fabrication projects. Gained experience in CNC programming. Experienced with two material dimensions, cutting and shaping material.
Natural Resources	Understanding of current environmental issues and concerns. Understanding of possible water solutions and waterway restoration.
Public Service	
Firefighting	Understand the differences between structure and wildland fires. Able to identify hazardous materials and proper storage. Familiar with firefighting equipment and operations. Basic skills and ability to utilize firefighting...(identify the specific tools/equipment). Able to work effectively as a team to accomplish goals.
EMT	Basic understanding of EMS systems. CPR and First Aid certified. AED certified. Able to accurately report vital signs: pulse, blood pressure, respiration rate.

	<p>Communicated effectively with others (medial team/patients/classmates/etc.).</p> <p>Observed and reported patient's activities, progress and needs.</p> <p>Able to work effectively as a team to accomplish goals.</p>
Business	
Personal Finance	<p>Basic understanding of budgeting and debt management.</p> <p>Familiar with the concepts of investments, taxes, insurance and retirement planning.</p>
Intro to Business	<p>Basic knowledge of business, social responsibilities, ethics and entrepreneurship.</p>
Science	
NASA	<p>Hands on experience at Lassen Volcanic National Park</p> <p>Basic experience related to hydrothermal systems.</p> <p>Communicated effectively with scientists and park rangers.</p> <p>Accurately documented research findings.</p> <p>Compiled findings into a final written report.</p> <p>Gave a public presentation regarding the final written report.</p>
Arts & Entertainment	
Art	<p>Demonstrated practical art skills.</p> <p>Basic understanding of color theory and artistic techniques.</p> <p>Demonstrated personal imagination and expression through art projects.</p>
Bluffer	<p>Worked as a...(identify your role: Editor, Staff Writer) for the RBHS newspaper.</p> <p>Interviewed others regarding their experiences, interests, viewpoints, etc.</p> <p>Researched information to assure accuracy.</p> <p>Wrote articles reflecting information attained.</p> <p>Determined article placement to fit the newspaper's format.</p> <p>Met all publishing deadlines.</p> <p>Worked effectively as a team.</p>
Yearbook	<p>Planned the content and theme for the yearbook.</p> <p>Utilized desktop eDesign (identify the name of the software you utilized) software to develop yearbook layout and contents.</p> <p>Designed individual yearbook pages, including copy writing and photo manipulation.</p> <p>Met all publishing deadlines.</p> <p>Worked effectively as a team.</p> <p>Recruited advertisers and worked with them to develop their ads.</p> <p>Advertised for student purchases.</p>
Dance	<p>Participated in various styles of dance routines.</p> <p>Developed dance routines individually and as a team.</p>
Theater Arts	<p>Worked with others to create and perform various scenes.</p> <p>Researched and created characters.</p> <p>Modeled positive audience etiquette while others performed.</p> <p>Demonstrated an appreciation for the work of others.</p> <p>Worked as a...(identify your roles: performer, director, writer, stage production).</p>
Radio Broadcast	<p>Operated and maintained the RBHS' FM radio station KRBH 107.7.</p> <p>Utilized Adobe Audition 2.0 to manipulate sound.</p> <p>Demonstrated effective voice recording and media communication.</p> <p>Produced multi-track and commercial quality recordings.</p> <p>Produced public service announcements regarding school events, sports and promotions.</p>

Ed, Child Development	
Child Development	<p>Basic understanding of the growth and development of infants, toddlers and young children.</p> <p>Basic understanding of strategies used to encourage child development.</p> <p>Created and demonstrated activities for children.</p>
Child Care Occupations	<p>Hands on experiences working with elementary aged children.</p> <p>Assisted elementary teachers in their classroom.</p> <p>Supervised children's behavior and reported concerns to the teacher.</p> <p>Assisted students with classroom activities.</p> <p>Created teaching activities and presented to students and teacher.</p> <p>CPR and First Aid certified.</p>
Health	
Intro to Med	<p>Basic understanding of medical terminology.</p> <p>Basic understanding of medical ethics and health safety.</p> <p>Responsible for demonstrating positive interpersonal skills, critical thinking and problem solving.</p>
Healthcare Occupations	<p>CPR and First Aid certified.</p> <p>AED certified.</p> <p>Demonstrated accurate knowledge of HIPPA regulations.</p> <p>Basic understanding of the body systems and anatomy.</p> <p>Able to accurately report vital signs: pulse, blood pressure, respiration rate.</p> <p>Communicated effectively with others (medial team/patients/classmates/etc.).</p> <p>Hands on experiences working in the medical field at...(identify worksite).</p> <p>Delivered safe, effective, quality entry level health care assistance.</p> <p>Assisted worksite by performing basic office skills and other duties as needed.</p>
Therapeutic Services	<p>CPR and First Aid certified.</p> <p>AED certified.</p> <p>Demonstrated accurate knowledge of HIPPA regulations.</p> <p>Basic understanding of the body systems and anatomy.</p> <p>Basic understanding of wound care, therapeutic massage, exercise, and nutrition.</p> <p>Able to accurately report vital signs: pulse, blood pressure, respiration rate.</p> <p>Communicated effectively with others (medial team/patients/classmates/etc.).</p> <p>Hands on experiences working in the therapeutic field at...(identify worksite).</p> <p>Delivered safe, effective, quality entry level therapeutic care assistance.</p> <p>Assisted worksite by performing basic office skills and other duties as needed.</p>
Computers	
Computer Graphics	<p>Familiar with...(list the software you worked with in class; Autodesk Suite, 3-D modeling, Adobe Creative Suite, etc.).</p> <p>Utilized software to create...(Identify the projects you completed).</p>
Computer Lit	<p>Basic understanding and use of Google Applications and Classroom.</p> <p>Understand and demonstrated internet safety.</p>
CSP	<p>Basic knowledge of computer game design with block coding.</p> <p>Entry level web design and development skills.</p> <p>Basic knowledge of app development, programing, game design and robotics.</p> <p>Experienced with entry level Python and block coding.</p>
CSA	<p>Participated in activities related to computer science problem solving.</p> <p>Experience with entry level Java.</p>

	Basic knowledge of design strategies, data structures, algorithms and analysis of solutions.
Manufacturing	
Intro to Manufacturing	Understand and demonstrated basic safety skills and procedures. Understand and demonstrated safe use of hand and power tools. Operated a manual lathe and mill. Gained hands on experience in basic methods used to transform material.
Machine Forming Technologies	Participated in activities related to bonding and forming sheet metal products. Basic knowledge of mill and lathe process, foundry casting and forging processes. Produced a...(identify) as a final class project. Designed, developed and created metal fabrication projects. Introduced to CNC programming.
CNC Machinist	Participated in activities related to metal forming and CAM programming. Gained experience in CNC programming and operation. Basic knowledge of and experience in project management. Designed, developed and created metal fabrication projects.
Construction	
Intro to Building	Understand and demonstrated basic safety skills and procedures. Understand and demonstrated safe use of hand and power tools. Understand and appropriately read a tape measure. Used math skills when designing a product. Planned, designed and created basic wood projects. Gained hands on experience in basic woodworking activities.
Residential & Commercial Construction	Participated in activities related to building and construction projects. Properly and safely used hand and power tools. Demonstrated equipment maintenance and inspection. Gained hands on experience with entry level projects related to...(select the following that you experienced: foundations, flooring, wall installation, roofing, electrical wiring, interior/exterior finishes, plumbing, concrete).
Construction Technology	Participated in activities related to building and construction projects. Properly and safely used hand and power tools. Demonstrated equipment maintenance and inspection. Gained hands on experience with entry level projects related to...(select the following that you experienced: layout, foundations, masonry, flooring, framing, roofing, electrical, plumbing, finish work).
Transportation	
Auto Upkeep	Knowledge of basic auto care and service.
Auto I	Understand and demonstrated basic safety skills and procedures. Understand and demonstrated safe use of hand and power tools. Gained hands on experience in basic automotive maintenance...(select all the following that you experienced: diagnose services, minor repairs, minor system adjustments).
Auto II/Tech	Participated in activities related to automotive maintenance and repair. Properly and safely used hand and power tools. Demonstrated equipment maintenance and inspection. Gained hands on experience with entry level projects related to...(select the following that you experienced: electrical, electronics, diagnose service needs, oil

	changes, batteries, electrical wiring, industry-level test equipment, computer analysis).
General	
Education	Maintained a GPA of (list your GPA IF above 2.9). Maintained (list your attendance IF above 94%) attendance this school year. Dual enrolled in the following Shasta College courses: (list all your DE courses). Participated in...(list the clubs/sports that you were an active participant).
Teacher Assistant	Ran errands and made deliveries for the teacher. Made copies according to directions. Assisted students with projects and assignments. Sorted assignments according to direction. Checked students' assignments for accuracy and completion. Maintained an organized classroom.