

Your full name

Current Address
Current Phone Number
Professional Email

Permanent Address
Phone Number
Professional Email

CAREER OBJECTIVE To obtain an elementary teaching position, utilizing my experience in diverse settings and fluency in Spanish

EDUCATION

Emporia State University, Emporia, Kansas
Bachelor of Science in Education, May, 2007
Elementary Education major
GPA: 3.76 (*You can also include your major GPA. Do NOT round up on GPA.*)

Relevant Course Work

Spanish (5 years)
Survey of Exceptional Individuals
Classroom Assessment and Remediation
(*This is an optional category. Consider how this list makes you unique as a candidate. Include 3-8 upper-level courses in your major. Also may include research projects, master's thesis, other publications*)

Butler County Community College, Andover, Kansas
Associate degree in Something Else, May 2004
GPA: 3.51

Emporia High School, Emporia, Kansas

Honors Diploma (*no graduation date listed – tells your age*)
(*It is your choice to list your high school information or not. Consider how this information makes you marketable. For example, if you apply to teach in the same area as your high school, this information may be an asset and important to include.*)

TEACHING EXPERIENCE

Spring 2007 Student Teacher, Third Grade
William Allen White Elementary School, Emporia, Kansas

Teach elementary students utilizing computer software, textbooks, and manipulatives
Collaborate with teaching professionals on field trips and lesson plans
Independently plan and teach interdisciplinary units based on KSDE standards
Participate in parent teacher conferences

Fall 2006 Pre-Service Teacher, First Grade
Sacred Heart School, Emporia, Kansas

Developed and implemented daily lesson plans in a private school setting
Assisted teacher with special projects including the science fair
Incorporated various reading and phonics teaching activities

Summer 2006 Lead Educator & Youth Counselor, Ages 6-12
Muscular Dystrophy Association, Omaha, Nebraska

Planned and presented educational programs on self-esteem and self-reliance
Led individual and group counseling sessions
Promoted to Lead Educator
(Include any type of educational experiences particularly non-classroom experiences)

Fall 2005 Personal Care Attendant, Prairie View Rehabilitation Services

Developed and led social and academic programs for student with special needs
Collaborated with Case Manager to assess improvement plan
Worked directly with School Social Worker to develop individual care plan

WORK EXPERIENCE

August 2004-New Accounts Coordinator & Bank Teller
May 2005 First Savings Bank, Cottonwood Falls, Kansas

Provided excellent customer service
Marketed and managed *First Choice* accounts program
Promoted to New Accounts Coordinator

ACTIVITIES AND HONORS

(This section should provide information on your academic ability, leadership, involvement, and volunteerism. Only list the most significant achievements and those that represent a diverse sampling of your activities and honors.)

Dean's List, Emporia State University, 4 semesters
Jones Foundation Scholarship, three years
KNEA Student Chapter, President 2004-2005, Member, 2003-present
(professional involvement- shows networking savvy and leadership)
Adult Literacy Foundation, Volunteer, 2001-present (represents volunteerism and long term commitment to a project)

ADDITIONAL SKILLS

MS Word, WordPerfect, Power Point, Excel, Access Class C Driver's License CPR and First Aid Certification

REFERENCES FOR (YOUR NAME)

Include 3-5 professional references with job title full contact information.

List them on a page separate from your resume.

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Mr. Scott Money
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(References should include people who can attest to your qualifications for a particular position. Always ask permission to list someone as a reference and keep them posted on your job search efforts. Always include full name, title, organization, address, email and phone number. Send them a thank you note for serving as a reference after you have been hired.)