

1" margins on entire document

Font Size for Name: 14-16

Font Styles:
Times New Roman or Arial

EDNA EDUCATION

605 North Main • Wayne, NE 68787 • (402) 375-0000 • ededuc1@wsc.edu

OBJECTIVE

To obtain a Special Education teaching position with Ponca Public Schools

EDUCATION

Bachelor of Science Degree in Education

Endorsements: Elementary Education K-8 and Special Education K-12

To be conferred: May [year]

Wayne State College, Wayne, Nebraska

GPA: 3.4

Only include GPA
if 3.0 or higher

Use clear, concise
objective

Font Size for Body
of Resume: 11-12

TEACHING SKILLS AND INTERESTS

- Skilled in instruction development, behavior strategies and classroom management
- Enjoy the challenge of motivating students to learn
- Collaborate with colleagues, parents, administrators and staff
- Emphasis in early reading and language skills

STUDENT TEACHING EXPERIENCE

Special Education, Wayne Public Schools, Wayne, NE

Spring, [year]

- Observed and evaluated students and made recommendations for intervention
- Taught 18 multi-level, multi-cultural students in all areas of the curriculum
- Implemented a new reading program
- Assisted with parent-teacher conferences
- Individualized lessons to fit the needs of each student
- Participated in professional development seminars

Always list
the most
present jobs
first on the
resume.

Start each
description
with a
strong
action verb

Elementary Education, Lincoln Elementary, Grade 3, Lincoln, NE

Fall, [year]

- Designed curriculum that reflected a student-centered approach
- Implemented the Accelerated Reader Program
- Integrated technology in classroom activities
- Participated in school and community activities
- Developed and implemented units in all content areas
- Planned field trips to local businesses

Watch verb
tenses –use
present
tense if still
at job/past
tense if not.

Special Education Clinical Experience, St. Mary's School, Alta, IA

Fall, [year]

- Trained students in real-life math skills
- Provided guidance for the School-to-Work Program

FIELD EXPERIENCE

Norfolk Public Schools, Norfolk, NE
Wisner Elementary, Wisner, NE

Millard Schools, Omaha, NE
Spencer Elementary, Spencer, IA

Second page should at least have your name and page 2, or can use same heading as Page 1.

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RELATED EMPLOYMENT

Direct Support Staff, Region IV Services, Norfolk, NE August [year]-Present

- Support individuals with developmental disabilities
- Assist clients with daily living skills and tasks
- Document client behavior and make recommendations for behavioral program improvements

Teaching Assistant, Rainbow World, Wayne, NE October [year]-July [year]

- Planned and taught lessons that were appropriate for the growth and development of pre-school children
- Communicated with parents on a regular basis
- Worked productively with Head Teacher and other staff members

OTHER EMPLOYMENT

Sales Associate, Pamida, Wayne, NE

May [year]-Present

Lifeguard, City of Pierce, Pierce, NE

Summers [year]-[year]

Waitress, Rileys, Wayne, NE

October [year]-May [year]

HONORS AND ACTIVITIES

WSEAN (Wayne State Education Association of Nebraska), Member

S-CEC (Council for Exceptional Children), Member

Who's Who Among Students in American Colleges and Universities

Dean's List

Student Council Representative

Intramural Sports, Participant

Get involved!
Employers like to see students who have been active on-campus and in the community.

REFERENCES

Ms. Cindy Lane
Cooperating Teacher
Lincoln Elementary
625 North Sixth Street
Lincoln, NE 68722
(402) 444-4444

Ask references before using and ask where they wish to be contacted (home or work).

Mr. Jim Randalls
Manager
Pamida
Highway 35
Wayne, NE 68787
(402) 375-0000

Dr. John Danner
Professor of Education
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7000