

1" margins on entire document

Font Size for Name: 14-16

ELLEN MATH EDU

605 North Main
Wayne, NE 68787
(402) 375-0000

Font Styles:
Times New Roman or Arial

Font Size for Body
of Resume: 11-12

TEACHING COMPETENCIES

Algebra • Calculus • Geometry • Probability and Statistics

EDUCATION

Bachelor of Science Degree in Mathematics Education

To be conferred: May [year]
Wayne State College, Wayne, Nebraska
• GPA: 3.4

Only include GPA
if 3.0 or higher

STUDENT TEACHING EXPERIENCE

Lincoln Northeast High School, Lincoln, NE Spring, [year]

- Taught algebra, geometry, and calculus in a culturally diverse setting
- Used a variety of teaching and motivational strategies to encourage students to excel
- Incorporated a computer program to increase problem solving and reasoning abilities
- Designed special activities to demonstrate math concepts
- Attended in-service meetings and school events
- Observed and participated in parent-teacher conferences

Always list the
most present
jobs first on the
resume.

FIELD EXPERIENCE

Norfolk Public Schools, Norfolk, NE
Millard Schools, Omaha, NE
Wayne-Carroll High School, Wayne, NE

Start each
description
with a
strong
action verb

RELATED EMPLOYMENT

Math Peer Tutor, Wayne State College, Wayne, NE August [year]-Present

- Provide academic assistance to students in math subject area
- Conduct intensive review sessions
- Act as liaison between students and instructors

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

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

- Planned and taught lessons 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]

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

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HONORS & ACTIVITIES

WSEAN (Wayne State Education Association of Nebraska), Member
Kappa Mu Epsilon, Member and Past President
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 Northeast High School
700 14th Street
Lincoln, NE 68722
(402) 444-4444
cilane@lincoln.edu

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
Jodanne1@wsc.edu

OTHER TIPS:

- All resumes are different. . .choose a format that works for YOU!
- Never use a resume template or Wizard Format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Teaching Experience, Relevant Experience or Other Employment)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables)
- Print final copy of resume on a laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.