

Font Styles:
Times New Roman or Arial

Font Size for Name: 14-16

1" margins on entire document

EMILY ELEMENTARY

221 College Street ♦ Wayne, NE 68787 ♦ (402) 375-1000 ♦ emeleme1@wsc.edu

OBJECTIVE

To obtain a Third Grade teaching position with Wayne Public Schools

Font Size for Body
of Resume: 11-12

Use clear, concise
objective

EDUCATION

Bachelor of Science Degree in Elementary Education

Wayne State College, Wayne, NE

Expected Graduation: May [year]

GPA: 3.3

Only include GPA
if 3.0 or higher

Start each
description
with a
strong
action verb

TEACHING EXPERIENCE

Student Teaching Experience

Second Grade, Laurel Public Schools, Laurel, NE

- ◆ Developed reading lessons that focused on comprehension, reading strategies, and phonics
- ◆ Created and integrated math and science units on plants and measurement
- ◆ Assessed student performance through anecdotal records, student conferences, peer evaluation, checklists and formal assessments
- ◆ Reinforced classroom management procedures using APL and Love and Logic Strategies
- ◆ Motivated students through an active learning environment with hands-on and group activities
- ◆ Maintained communication with parents through homework notes, newsletters and active participation in parent-teacher conferences

Spring [year]

Always list
the most
present jobs
first on the
resume.

Elementary Education Clinical Experience

First Grade, Wayne Public Schools, Wayne, NE

- ◆ Developed learning stations in reading and science
- ◆ Worked with team members to plan and implement a unit on dinosaurs
- ◆ Taught reading to a small group of beginning readers
- ◆ Assisted with a behavior action plan for a student with learning disabilities

Fall [year]

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

RELEVANT EXPERIENCE

Substitute Teacher

December [year]-May [year]

Northeast Nebraska Teaching Academy, Wayne State College, Wayne, NE

- ◆ Substitute taught grades K-6 in several school districts in Northeast Nebraska
- ◆ Implemented lessons planned by regular teacher while maintaining a safe learning environment
- ◆ Received and successfully implemented APL classroom management strategies

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

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RELEVANT EXPERIENCE, Continued

Education Tutor

August [year]-December [year]

- ♦ Tutored students in Elementary Professional Education courses
- ♦ Assisted students with concepts and understanding content material
- ♦ Conducted PPST workshops
- ♦ Encouraged students to attend and participate in class

Sunday School Teacher

August [year]-May [year]

St. Johns Lutheran Church, Wayne, NE

- ♦ Taught Fifth and Sixth Grade Sunday School
- ♦ Helped students grow in their Christian faith by planning and teaching age appropriate lessons

Park Recreation Teacher

Summer [year]

Wayne City Recreation, Wayne, NE

- ♦ Organized small group activities focused on physical fitness
- ♦ Planned and taught daily craft activities for children grades 1-3

OTHER EMPLOYMENT

Server, Geno's Steakhouse, Wayne, NE

May [year]-Present

Sales Clerk, Pamida, Wayne, NE

March [year]- October [year]

HONORS & ACTIVITIES

WSEAN (Wayne State Education Association of Nebraska), Member

NATS (Nebraska Association of Teachers of Science), Member

NCTM (National Council for Teachers of Mathematics), Member

Northeast Nebraska Readers Association, Member

WSC Marching Band, Member

WSC Habitat for Humanity, Member

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

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REFERENCES

*Dr. Patricia Randolph
Professor, Education
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1111 Main Street
Wayne, NE 68787
(402) 375-7000
parando1@wsc.edu

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

Mr. Mark Robins
Owner
Geno's Steakhouse
510 W. 1st Street
Wayne, NE 68787
(402) 375-1000
mark.robins@hotmail.com

*Mr. Ronald Wagner
Instructor, Education
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7000
rowagne1@wsc.edu

*Mrs. Suzanne Sieman
Cooperating Teacher
Lincoln High School
800 22nd Street
Lincoln, NE 68502
(402) 486-2576
ssieman@esu18.org

*Indicates reference has included written letter of recommendation in my credential file

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.