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Times New Roman or Arial

Font Size for Name: 14-16

1" margins on entire document

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## EMILY ELEMENTARY

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

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### OBJECTIVE

To obtain a Third Grade teaching position with Wayne Public Schools

Font Size for Body  
of Resume: 11-12

### EDUCATION

#### Bachelor of Science Degree in Education

Endorsement: Elementary Education

Wayne State College, Wayne, NE

Expected Graduation: May [year]

GPA: 3.3

Use clear, concise  
objective

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
- ♦ Provided comprehension interventions and used progress monitoring to track specific growth
- ♦ Created and integrated math and science units on measurement and plants
- ♦ Provided differentiated literacy instruction through the Daily 5 structures
- ♦ Presented content in a constructivist approach while appealing to the various learning styles and needs present within the classroom
- ♦ Assisted in the administration of a variety of assessment tools including AIMSweb, Map and NeSA testing
- ♦ Reinforced classroom management procedures using APL and Love and Logic Strategies
- ♦ Motivated students through an active hands-on learning environment including kinesthetic vocabulary lessons and tactile spelling instruction
- ♦ Maintained an open line of communication with both students and parents through newsletters, homework notes, 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
- ♦ Developed a six-step behavior plan for a student struggling with self-control in the classroom

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]

Learning Center, Wayne State College, Wayne, NE

- ♦ 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. John's 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.

Third page should at least have your name and page 3, or can use same heading as Page 1.

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### REFERENCES

\*Dr. Patricia Randolph  
Professor, Education  
Wayne State College  
1111 Main Street  
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Ask references before  
using and ask where  
they wish to be  
contacted (home or  
work).

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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.