

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

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
- Individualized lessons to fit the needs of each student
- Assisted with developing and implementing student IEP's
- Participated in APL and Love and Logic training

Always list
the most
present jobs
first on the
resume.

Start each
description
with a
strong
action verb

Elementary Education, Lincoln Elementary, Grade 5, Lincoln, NE

Fall, [year]

- Designed curriculum that reflected a student-centered approach
- Assisted with the implementation of the Accelerated Reader Program
- Developed and instructed units in all content areas
- Incorporated PowerPoint and Internet research within daily/weekly assignments
- Communicated with parents about student progress throughout the experience

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

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 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

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

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OTHER EMPLOYMENT

Sales Associate, Pamida, Wayne, NE
Lifeguard, City of Pierce, Pierce, NE
Waitress, Rileys, Wayne, NE

May [year]-Present
Summers [year]-[year]
October [year]-May [year]

HONORS AND ACTIVITIES

WSEAN (Wayne State Education Association of Nebraska), Member
S-CEC (Council for Exceptional Children), Member
Berry Hall Residence Hall, 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