

1" margins on entire document

Font Size for Name: 14-16

Font Styles:
Times New Roman or Arial

PHYLISS PHYSICAL

201 South Sycamore ♦ Wayne, NE 68787 ♦ (402) 375-0000 ♦ phphysi@wsc.edu

OBJECTIVE

To obtain a position teaching Physical Education (K-12) with coaching opportunities

EDUCATION

Bachelor of Science Degree in Education

Endorsement: K-12 Health and Physical Education and Coaching

Wayne State College, Wayne, Nebraska

Expected Graduation: May [year]

GPA: 3.3

Use clear, concise objective

Only include GPA if 3.0 or higher

Font Size for Body of Resume: 11-12

TEACHING EXPERIENCE

Student Teacher

Spring [year]

K – 12 Health & Physical Education, West Point Public Schools, West Point, NE

- ♦ Develop and teach units in the following areas: Health Awareness Issues, Physical Fitness & Weight Control, Nutrition, and Exercise as Leisure
- ♦ Plan age appropriate physical fitness activities for children grades K-6
- ♦ Coordinate special events including Jump Rope for Heart and Field Day
- ♦ Communicate curriculum and students' progress to parents on a weekly basis

Always list the most present jobs first on the resume.

Substitute Teacher

Fall [year] - Present

Northeast Nebraska Teacher Academy (NENTA), Wayne State College, Wayne, NE

- ♦ Taught all subjects in curriculum in the absence of the regular classroom teacher
- ♦ Received and implemented APL classroom management training
- ♦ Established and maintained positive relationships with students, staff and administration in three Northeast Nebraska schools

RELATED EMPLOYMENT

Assistant High School Track Coach

Spring [year]

West Point Public Schools, West Point, NE

- ♦ Instill good sportsmanship both on and off the field
- ♦ Plan daily/weekly high jump workouts
- ♦ Assist in planning middle and long distance workouts
- ♦ Initiate and maintain communication with parents

Start each description with a strong action verb

Camp Counselor

May [year]-August [year]

YMCA Day Camp, Columbus, NE

- ♦ Directed and supervised children in activities such as: canoeing, archery, crafts, sports, and nature exploration
- ♦ Monitored conduct and ensured discipline among campers
- ♦ Created a positive and supportive learning environment for campers

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

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

Waitress, Geno's Steakhouse, Wayne, NE

September [year] - Present

Food-Service Employee, Chartwells, Inc., Wayne, NE

August [year] – May [year]

HONORS AND ACTIVITIES

Wayne State College Softball Team, Player

S.H.A.P.E Club, Students Helping Achieve Physical Fitness & Exercise, Member

SPORTS Club, Students Pursing Opportunities Related to Sports, Member

REFERENCES

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

Mr. Jim Randalls
Owner
Geno's Steakhouse
511 West 1st Street
Wayne, NE 68787
(402) 375-0000

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

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

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

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.