

1" margins on entire document

Font Size for Name: 14-16

# ELLEN MATH EDU

605 North Main  
Wayne, NE 68787  
(402) 375-0000  
Elmath01@wsc.edu

Font Styles:  
Times New Roman or Arial

Font Size for Body  
of Resume: 11-12

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## TEACHING COMPETENCIES

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Algebra • Calculus • Geometry • Probability and Statistics

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## EDUCATION

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### Bachelor of Science Degree in Education

Endorsement: 7-12 Mathematics

Wayne State College, Wayne, Nebraska

To be conferred: May [year]

- GPA: 3.4

Only include GPA  
if 3.0 or higher

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## STUDENT TEACHING EXPERIENCE

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Lincoln Northeast High School, Lincoln, NE

Spring, [year]

- Taught algebra, geometry, and calculus in a culturally diverse setting
- Incorporated the computer program, "ChaosLab" to help students visualize and understand fractal geometry
- Utilized puzzle and logic games to reinforce problem solving and logic skills
- Increased student participation by using collaborative learning and group projects
- Created a safe learning environment by modeling respect and establishing consistent classroom procedures
- Collaborated with Cooperating Teacher to effectively communicate students' progress with students and parents throughout the semester and during parent/teacher conferences

Always list the  
most present  
jobs first on the  
resume.

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## FIELD EXPERIENCE

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Norfolk Public Schools, Norfolk, NE

Millard Schools, Omaha, NE

Wayne-Carroll High School, Wayne, NE

Start each  
description  
with a  
strong  
action verb

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## RELATED EMPLOYMENT

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**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.

**Para-Educator**, Wayne Elementary School, Wayne, NE

October [year]-July [year]

- Worked directly with third grade students needing one-on-one attention to foster Mathematical understanding
- Engaged first grade students in math fundamentals through small group activities

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**, Genos, Wayne, NE

May [year]-Present  
Summers [year]-[year]  
August [year] – May [year]

### HONORS & ACTIVITIES

Wayne State Education Association of Nebraska, WSEAN, Member  
Kappa Mu Epsilon, Member and Past President  
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 14<sup>th</sup> 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  
Jodannel@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.