

Sample Resume

SUZIE SMYTH

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Current Address

605 Bolton Hall
Normal, IL 61790
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Permanent Address

1111 Snowy Street
Somewhere IL 61999
(123) 456-7890

Objective: To obtain an elementary education student teaching placement.

Education: Illinois State University, Normal, IL

- BS in Education, May 20xx (projected graduation)
- **Major:** Elementary Education
- **GPA (optional):** 3.45/4.0; Dean's List – one semester
Special scholarships, additional honors OK to add here.

Field

Experience: Metcalfe Elementary School, Normal, IL; (Spring, 20xx).
Observation, Assistance in third/fourth grade combined classroom.

- One-on-one tutoring in reading and math
- Monitored group work and graded papers

Work

Experience: Tutor: DEF Elementary School, Somewhere, IL; (20xx-20xx).

- After school tutoring, primarily in reading

Summer Camp Counselor: Camp Hope-I-Can, Someplace, MN; (Summers 20xx-xx).

- Responsible for implementing activities for children 5-8 years old
- Taught safety program to children ages 9-12
- Coached swimming program for all ages (5-12)

Sales Clerk: The Music Box, West Mall, Somewhere, IL (20xx).

Organizations *or*

Activities: **Special Olympics Swim Coach**, ISU, Normal, IL; (Sept. 20xx-May 20xx)
Big Brothers/ Big Sisters Program, Normal and Bloomington, IL; (20xx-xx)
Association of Childhood Education International, (since December, 20xx)
Note there can be several ways to portray dates; they really are optional in this section.

Awards: **Teaching Scholarship**, Illinois State University, 20xx-xx
Swimming State Championship (500 Freestyle), GHI High School, 20xx
OK to list some HS info, but make sure they are noteworthy, relevant accomplishments

Related

Skills: Proficient in Microsoft Office; *add any classroom technology skills, as appropriate*
Speak fluent Spanish; *or other language proficiencies*

Limit this document to max. of two pages; min. font size 10; make sure to delete these margin notes before submitting.

Student Teaching Semester: Fall/ Spring 20__