

SAMPLE RESUME

JANE SMITH

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LICENSURE/CERTIFICATION

Virginia Elementary Education License, PK-6 (application pending)

EDUCATION

University of Anywhere, Anywhere VA

Bachelor of Arts, May 2018

Major: Elementary Education; Minor: Biology; GPA: 3.3/4.0

Memberships: National Science Teachers Association; Southern Early Childhood Association

STUDENT TEACHING AND FIELD EXPERIENCE

Fort Island Elementary School, Williamsburg VA

October 2017-May 2018

Student Teacher, Third Grade: 25 students, including 6 with IEPs, January-May 2018

- Designed an inquiry-based social studies lesson where students used primary-source documents to explore the rights guaranteed by the First Amendment
- Created learning centers and bulletin boards to reinforce science concepts, including photosynthesis, rocks and minerals, and cellular respiration
- Integrated Smart Board technology into all academic areas, with an emphasis on math, spelling, and science
- Assessed students' reading comprehension, fluency, and words per minute through Read Naturally
- Managed the classroom by using a music box to reduce noise level and a reward system for positive behavior
- Supervised a paraprofessional who worked individually with struggling students

Field Experience, First Grade: 24 students, including 2 with IEPs, October-December 2017

- Directed students through a writing activity, "I Wish I Were a Butterfly Because..." that resulted in composing a class book
- Administered and scored an Individualized Reading Inventory and a Standardized Reading Inventory
- Guided students in generating a class graph with a Halloween theme based on measuring candy corn levels

RELATED EXPERIENCE

Summers 2016 & 2017

Girl Scouts of America, Virginia Beach VA

Camp Counselor

- Monitored the safety and well-being of 35 girls, ages 10-13, during daily camp activities
- Designed interactive activities to meet the social, physical, and educational needs of campers
- Demonstrated strong communication skills through conversation with parents, camp leaders, and staff members

St. Mary's Middle School, Virginia Beach VA

August 2016-May 2017

Individual Tutor

- Provided one-on-one instruction for 6th grade student on math and science topics
- Supplemented classroom instruction with structured problems to reinforce course content
- Results: student raised both math and science grades from C+ to A through weekly discussions and review of course material and homework

CAMPUS AND VOLUNTEER ACTIVITIES

President, Anywhere University Choral Society

August 2017-present

Treasurer, Future Educators of America

January 2016-present

Volunteer, Virginia Beach Food Bank

May 2015-Dec. 2017

Student Co-Leader, Alternative Spring Break, Habitat for Humanity-New Orleans LA

March 2016

- Devoted up to 15 hours per week while maintaining full course load and part-time job
- Refined leadership, organizational, and time management skills