

# YOUR NAME HERE

Street address here

city, NC zip

(910) 111-1111

email address here

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## SUMMARY OF QUALIFICATIONS:

- Five years of experience in the education field working with students and teachers in the classroom
- Extremely well versed in public relations and motivated to work with administrators and parents
- Demonstrated ability to create lesson plans for curriculum allowing integration of all learning styles
- Committed to continuous professional development through workshops and teacher collaboration
- Highly educated in various technology components to use in the classroom
- Proficient in Microsoft Word, Excel, Access, PowerPoint, Front Page, Internet Explorer, Photo Shop, Windows 95-XP

## EDUCATION:

**Bachelor of the Arts in History**, University of North Carolina Wilmington, May 2004  
Social Studies Certification  
Dean's List—Four Semesters, GPA 3.8

## RELEVANT EXPERIENCE:

### **Student Intern**, Spring 2004

West Brunswick High School, Shallotte, NC

- Taught and managed 30 students within 11<sup>th</sup> grade United States History class
- Taught and managed 30 students within 9<sup>th</sup> grade World History class
- Developed lesson plans for both classrooms to integrate various learning styles, Individual Education Plan's, and 504 plans
- Offered after school tutoring to encourage students to develop healthy study habits
- Attended various workshops and programs to increase professional development
- Worked collaboratively with teachers and administrators to meet the needs of all students

### **Substitute Teacher**, 1995-present

Brunswick and New Hanover Counties

- Manage classroom behavior and daily assignments from teachers
- Worked with teachers and administrators concerning any classroom situations

### **Interim Teacher**, November 1998- January 1999

Bellville Elementary School, Bellville, NC

- Taught approximately 25 students in each of the 4<sup>th</sup> and 5<sup>th</sup> grade classes
- Developed daily lesson plans encouraging all learning styles and incorporating group learning

### **Teacher Assistant and Bus Driver**, August 1999- May 2000

Virginia Williamson Elementary, Bolivia, NC

- Helped teacher in 3<sup>rd</sup> grade classroom with classroom management and daily lessons
- Supervised students and managed their behavior on bus routes

## OTHER EXPERIENCE:

### **Chicago Police Department**, Date range here

- Patrolled and dealt with various issues concerning the public
- Taught criminal procedure in the Chicago Police Academy

### **Us Airways, Incorporated**, Date range here

- Passenger Services and Ramp Supervisor
- Responsible for the safety, on-time, and accurate care of passengers, aircraft, and personnel

## AFFILIATIONS:

Phi Alpha Theta (UNC-Wilmington Honors Society), Brunswick Island Women's Association

**NAME**  
000 Bedrock Court  
Wilmington, NC 28400  
(910) 555-5555  
E-mail

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**OBJECTIVE:** Secondary science teaching position concentrating in chemistry

**EDUCATION:** **NCTeach Teacher Certification Program**, Secondary Science, May 2009  
University of North Carolina Wilmington

**Bachelor of Science, Chemistry**, May 1998  
Siena College, Loudonville NY  
GPA: 3.87, Magna Cum Laude

**HONORS:** James L. Kreutzer Award for excellence in the field of chemistry  
Schenectady International President's Award

**COMPUTER SKILLS:** Microsoft Word 6.0, Excel, PowerPoint, Access Database, Microsoft Project '98, Internet Explorer

**RELEVANT EXPERIENCE:**

**Chemistry Tutor**, 1995-1997  
Siena College, Loudonville NY

- Assisted first year students' understanding of General and Quantitative Chemistry
- Supported science faculty with curriculum development for upcoming academic semesters

**Swimming Instructor/Swim Coach**, 1993-1994  
Troy Boys & Girls Club, Troy NY

- Conducted swim lessons with individuals and groups ages including infants to adults
- Created and established lesson plans pertinent to each individual skill level
- Determined and recommended individual class placement based on subject skill level
- Assistant swim coach for traveling summer squad

**Water Safety Instructor/Lifeguard**, Summers 94-95  
Town of North Greenbush, North Greenbush NY

- Conducted swimming lessons with children of multiple ages and skill level
- Established and enforced principles of water safety and management during summer camp sessions

**EMPLOYMENT:** **Application Specialist, Electronics**, 10/00 – 3/02  
Schenectady International, Schenectady NY

**Research Chemist, Polymer Division**, 7/94 – 6/00  
Schenectady International, Schenectady NY

- Research and development of specialty resins, coatings, and adhesives
- Project leader for development and commercialization of microencapsulated products

**Chemist Intern**, 6/93 - 9/93  
BASF Corp., Rensselaer NY

- Researched and developed organic compounds for use in dyes and colorants

**REFERENCES:** Credential file available at UNCW Career Services, (910) 962-3174

# NAME

**Current Address:**

111 UNCW Way  
Wilmington, NC 28407

Email Address Here

**Present Address:**

123 Orchard Lane  
Concord, NC 28025

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**Objective:** Obtain a teaching position in Health and Physical Education, and coach Football and Baseball

**Education:** **Bachelor of Arts, Physical Education**, May 2009

University of North Carolina Wilmington

Concentration: Biology

Cumulative GPA: 3.544, Major GPA: 3.720

**Relevant Experience:**

**Teacher Intern**, New Hanover High and College Park Elementary, Wilmington, NC Spring 2009

- Created and taught lessons to elementary and high school students
- Maintained discipline of the classroom
- Demonstrated technology skills
- Devised basic skills and drills which provided the most success of each student

**Field Observations/Experiences**, Wilmington, NC Fall 2004 – Fall 2008

- Observed classroom settings and teacher at Rachel Freedom Elementary and Myrtle Grove Middle Schools; created and taught lesson plans
- Participated in classroom activities and assisted in teacher responsibilities

**Assistant Coach**, Laney High School Varsity Football, Wilmington, NC Fall 2008

- Assistant coach of linebackers, quarterbacks, and running
- Filmed games on Friday and exchanged game tapes with opposing coaches
- Created highlight videos for Senior Recruitment
- Experienced coaching in a championship game

**Seahawk Strength and Conditioning**, Wilmington, NC June 2007 – December 2008

- Trained university athletes as student assistant

**Tutor**, Wilmington, NC Spring 2005 – Spring 2007

- Tutored one student in math, spelling, reading, history, and definitions
- Tutored Brigade Boys and Girl Club students, 2<sup>nd</sup> – 4<sup>th</sup> grades, in math and social studies

**Experience:** **NCAAHPERD Convention**, Greensboro, NC November 2007

- Assisted with Rumba Dance Session
- Attended Speed and Agility, Badminton, National Board, Organizing Intramural, and Speed Stacks Sessions

**Student Recreation Center**, Wilmington, NC Spring 2005 – Spring 2008

- Building Manager, Personal Trainer, and Fitness Assistant
- Designed workouts, Assisted in training, and Monitored gym facility

**North Carolina Teaching Fellow**, Wilmington, NC Fall 2005 – May 2009

- Assisted in recruitment day for UNCW

**Wrightsville Beach Recreation Flag Football**, Wilmington NC Spring 2006 – Spring 2009

**Regional Flag Football**, Wilmington, NC Fall 2006 and 2007

- Generated score of teams and implemented rules to teams and officiated weekend games

**Computer Skills:**

Word Processing, Databases, Spreadsheets, PowerPoint, and Internet

# NAME

111 Blue Crab Court • Wilmington, NC 28584  
(910) 111-1111 cellular • email@bellsouth.net

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## **OBJECTIVE:**

To obtain an elementary education position, preferably K-2

## **EDUCATION:**

### **Bachelor of Arts in Elementary Education, May 2006**

University of North Carolina Wilmington

Concentration in English, Overall GPA: 3.85

National Dean's List

## **RELEVANT EXPERIENCE:**

### **Teacher Internship, K-1, Johnson Primary, Camp Lejeune, NC, Spring 2006**

- Teach multiage classroom with twenty-one kindergarten and first grade students (with the exception of math, only Kindergarten)
- Plan and implement lessons and activities for all subject areas: math, writing, reading, and content (social studies and science)
- Maintain positive communication with Partnership Teacher, administration, students and parents, as well as University Supervisor
- Maintain classroom management and procedures
- Participate in school-held meetings and workshops and other staff development opportunities
- Collaborate with teachers and other interns in planning
- Utilize teaching techniques to meet the diverse needs of all of the students

### **Field Studies, Grades One and Five, Queens Creek Elementary School, Swansboro, NC, Fall 2005**

- Observed classroom settings and teaching in grades 1 and 5
- Planned and implemented lessons in Language Arts in first grade and Science and Health in fifth grade
- Observed and implemented classroom management techniques

### **Field Studies, Grade One, Swansboro, NC, Summer 2005**

- Tutored child for first grade in language arts and math
- Prepared lessons for weekly tutor sessions
- Selected books to increase reading skills of the student to prepare him for first grade
- Prepared assessments to check for understanding and skills learned

## **EMPLOYMENT:**

### **Teacher's Assistant, Swansboro Elementary School, Swansboro, NC, January 2004 - July 2005**

- Coordinated times to work in two to three classrooms in one day
- Conducted reading groups with students in grades one and five
- Made copies and laminate activities for the classroom
- Filed student work, assessments and daily notes
- Followed through with any assigned duties such as cafeteria duty, carpool line, bus duty and testing proctor
- Maintained positive communication with parents
- Collected homework and grade/check homework daily
- Participated in School Improvement Groups
- Followed teacher's written lesson plans in the teacher's absence

## **COMPUTER SKILLS:**

Word Processing, Spreadsheets, PowerPoint, Internet, Microsoft Outlook

## **OTHER EXPERIENCE:**

**Nursery Room Attendant, YMCA, Raleigh, NC, Dates 2003 - 2004**

**Swansboro Elementary Summer Camp Staff, Swansboro, NC, Summers 2002 - 2004**

## **REFERENCES:**

See attached reference page

# NAME

111 College Rd    Somewhere, NC 28465    (910) 111-1111    email@yahoo.com

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**OBJECTIVE:** To obtain a teaching position in the field of elementary education

**EDUCATION:** **Bachelor of Arts in Elementary Education, May 2005**

University of North Carolina of Wilmington

Concentration in Psychology

**Associate of Arts With Honors, Business Education, August 1999**

Coastal Carolina Community College, Jacksonville, NC

## RELEVANT

**EXPERIENCE:** **Teacher Internship, K-2, Berkeley Manor, Camp Lejeune, NC, Spring 2005**

- Teach 19 students, kindergarten through second grades
- Maintain positive communication with partnership teacher, administration, students and parents
- Plan and conduct lessons and activities for reading, writing, math social studies, science and cultural arts
- Create short-range and long-range lesson plans
- Manage classroom behavior
- Participate in various workshops and conferences for staff development
- Collaborate with teachers in planning, preparing, and organizing thematic units using children's literature as a focal point
- Observe and execute the use of teaching techniques to meet the diversified needs of multiple intelligences

**Field Studies, Elizabeth Bell Midgett School, Carobell, Hubert, NC, Summer 2004**

- Provided one-on-one tutoring to students to achieve and sustain target levels in math and reading
- Successfully implemented enrichment activities and behavior modification techniques as a motivator for improving task performance

**Field Studies Russell Elementary School, Camp Lejeune, NC, Fall 2004**

- Observed classroom settings and teaching in a Special Ed Class
- Planned and conducted lessons in Language Arts
- Designed and implemented strategies to work with ADHD kids and other Learning Disabilities

**EMPLOYMENT:** **Program Assistant, Carobell, Inc, Hubert, NC, 1999 – 2003**

- ICF/MR facility serving severe/profound mental retarded clients with severe medical problems
- Programmed activities

## COMPUTER

**SKILLS:** Word Processing, Spreadsheets, Databases, PowerPoint, Internet, Web Page Publishing, Microsoft Publisher, Networking, Graphic design programs

## OTHER

**EXPERIENCE:** **Volunteer Aid** - Sandridge Elementary 2nd Grade  
**Veterinary Assistant** - Coastal Emergency Animal Clinic  
**Key Volunteer Ombudsman** - USMC Camp Pendleton, CA  
**Director of Religious Education** - South Mesa Chapel, Camp Pendleton, CA

**AWARDS:** 2001 Virginia Franks Award for Outstanding work of Excellence in the field of Special Needs  
1998 Volunteer of the Year, Camp Pendleton, CA

**REFERENCES:** See attached reference page

# NAME

Address    Wilmington, NC 28412    (910) 111-1111    email address here

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**Objective:**    Secondary English Teacher

**Education:**    **Teacher Certification, Secondary English**, August 2009  
Bachelor of Arts, English Literature, May 2006  
University of North Carolina Wilmington

**Professional Experience:**

**Ninth Grade Regular and Enhanced English Teacher**, Spring 2009  
South Brunswick High School, Southport, NC

- Implement curriculum, maintain classroom management, and create lesson plans utilizing multiple learning modes for 40 “at-risk” students.
- Adapt lesson plans for children with special needs and lower level learners.
- Prepare students with various learning levels to complete eighth grade competency test or End of Course exam.
- Foster sense of accomplishment to reduce dropout rate
- Develop sliding pacing guide to include reading literature, grammar, and writing

**Eighth Grade English Teacher**, August 2007 – June 2008  
Name of Middle School, City, NC

- Finalist for Rosemont Middle School Teacher of the Year, 2002- 2003
- Implemented curriculum, maintained classroom management, and created lesson plans utilizing multiple learning modes for 125 students
- Planned lessons with eighth grade instructional team
- Adapted lesson plan for children with special needs
- Presented dynamic teaching techniques to faculty
- Quarterly analysis of formal and informal student achievement data

**Long-Term Substitute Teacher**, May 2006- June 2007  
Name of School, City, NC

- Implemented curriculum, maintained classroom management, and provided feedback to administration

**Other Experience:**

**Girls Varsity and Junior Varsity Volleyball Coach**, Fall 2008  
South Brunswick High School, Southport, NC

- Appointed head coach early in season
- Achieved first round of state tournament

**Boys Soccer Coach**, Fall 2007  
Name of School, City, NC

- Coordinated and developed skills of novice to intermediate level players through daily practice and drills

**Activities Volunteer**, 2005-2006  
Name of School, city, NC

- Forensics judge for citywide competition
- Assisted athletic events through score keeping, setup, and breakdown

**Technology Experience:**

Inspiration 6- a program to create graphic organizers  
GroupWise  
Microsoft PowerPoint and Word  
Intergrade and GradeQuick- grading programs

## NAME

1111 Address Drive City, VA 22152  
910-111-1111 home 703-111-1111 cell  
email@yahoo.com

## OBJECTIVE

Special education teacher concentrating in autism and severe and profound

## EDUCATION

**Bachelor of Arts, Special Education**, University Honors, GPA 3.663 May 2009  
University of North Carolina Wilmington

**Study Abroad** August 2004-June 2005  
Bismarckschule Elmshorn-Städtisches Gymnasium für Jungen und Mädchen, Elmshorn, Germany  
Widukind Gymnasium Enger, Enger, Germany

## HONORS

Cum Laude  
Kappa Delta Pi, International Honor Society in Education  
Pi Lambda Theta, International Honor Society and Professional Association in Education  
Dean's List 2007-08-09  
Chancellors Achievement Award, 2007-08  
Congress-Bundestag Youth Exchange Program, Germany-Scholarship winner 2004

## RELEVANT EXPERIENCE

**Teacher Internship** Spring 2009  
Ogden Elementary School, Wilmington, North Carolina

- Specially Designed Academics-Functional Academics, self-contained classroom, 14 students
- Manage classroom behavior using a reward system and various behavior management systems
- Collaborate with teachers in planning, preparation, organization, and execution of lessons based on individual IEPs and the NC Standard Course of Studies
- Technology work with MimioBoard – state how you use it to provide more of an action statement
- Training in GoalView
- Participated in workshops for Transition Programs from Preschool to Kindergarten

**Field Experience**, New Hanover County Schools, Wilmington, NC Fall 2007-Spring 2009

- Worked in variety of class spanning different age levels, each semester required a different set of hours from a minimum of 10 hours to maximum of 140
- All classes were self-contained

**Substitute Teacher**, Fairfax County Public Schools, Springfield, VA May-June 2007

- Robert E. Lee High School, German 1, 2, 3
- Taught four classes at three different levels including class at Francis Scott Key Middle School

**Camp Counselor**, Camp Royall, Autism Society of North Carolina Summers 2006, 2008

- Worked in one-on-one setting with children and adults with autism for eleven weeks each summer

**Swim Coach**, Special Olympics New Hanover County Spring 2007

## INVOLVEMENT

President, Student Council for Exceptional Children Spring/Fall 2008  
Treasurer, UNCW Honors Scholars Program 2007-2008

## WORK HISTORY

**Desk Receptionist**, UNCW Housing and Residence Life August 2005-present

# NAME

Address    Wilmington, NC 28412    email    phone

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**OBJECTIVE:** Successfully blend leadership, management, training skills, and education in social psychology to facilitate an instructional learning environment that fosters growth and development within all students

## SUMMARY OF QUALIFICATIONS:

- Commitment to detail and accomplishing the job right the first time with integrity and excellence
- Highly organized, take charge professional with five years of military law enforcement and security experience
- Team player; dedicated to establish cooperative, professional relationships with parents, staff, and administration
- Demonstrated experience in the coordination of anti-terrorism measures and maintenance of classified information
- Strong problem solving and decision making skills with the ability to develop and implement effective action plans
- Able to assume responsibility; responsible and accountable for security of nuclear missiles valued at \$1 billion
- Highly educated in various technology components, and motivated to provide a technologically integrated educational experience
- Exceptional knowledge of cognitive and social development, which assists in the promotion of positive and meaningful social interaction in a language-rich environment so as to successfully develop each child's individual communication/social skills

## EDUCATION:

**Bachelor of Arts in Middle Grades Education**, University of North Carolina Wilmington 2008

Social Studies and Language Arts Concentration

Dean's List - G.P.A. 3.956 overall; G.P.A. 4.000 concentration

**Bachelor of Science in Social Psychology**, Park University, Cheyenne, WY 2005

Graduated Summa Cum Laude

Dean's List - G.P.A. 4.000

**Associate in Applied Science Criminal Justice**, Community College of the AF, Cheyenne, WY 2003

**Professional Development**, Airman Leadership School, Cheyenne, WY 2003

Graduated top of class

Recipient of John L. Levitow Award

## RELEVANT EXPERIENCE:

**Job Coach/Teacher Assistant**, Heide Trask Senior High School, Rocky Point, NC Fall 2005 - Present

- Transport junior and senior students to off-campus job sites, interviews, appointments, and field trips
- Collaborate with staff to develop and manage on-campus job ventures for occupational track students
- De-escalate, counsel, and manage behavior of EC students during a crisis situation on- and off-campus
- Develop classroom management plan and procedures for students employed off-campus to local businesses
- Create and maintain student databases that monitor student work hour requirements, progress, performance, and grades
- Liaison between school and local businesses that employ occupational track students for off-campus employment
- Facilitate job placement for students on- and off-campus, during junior and senior years
- Provide instructional support, direct instruction, lesson development, and tutoring to students in need of additional assistance
- Foster positive, healthy, social, and professional interaction between students through cognitive behavioral support and coaching
- Aid teachers; providing class coverage, guided practice, modifications, and classroom management assistance for at-risk students

**Student Intern**, MCS Noble Middle School, Wilmington, NC

Spring 2008

- Teach and manage six, sixth grade social studies classrooms consisting of 132 students
- Maintain positive and open communication with parents through conferences, phone calls, and informative letters
- Create and execute an original classroom management plan that takes into account the diverse needs of all students
- Dedicated to self-improvement; Attend a variety of professional staff development workshops/seminars/conferences
- Reflect upon and adapt instructional techniques to fit the needs of individuals through a focus on multiple intelligences
- Collaborate with teachers in planning, preparing, and organizing a thematic unit using European geography as a focal point
- Conduct various baseline, weekly, and quarterly authentic assessments that measure social studies aptitude and achievement
- Incorporate multiple teaching methods, including cooperative learning, technological integration, and small group instruction
- Develop and implement rigorous and relevant lessons in subject areas of literacy, critical thinking, inquiry, and art appreciation

**Field Studies**, Burgaw Middle School, Burgaw, NC

Fall 2007

- Assisted primary instructor in all aspects of classroom management, instruction, and daily activities
- Taught complete classes with full responsibility for lesson planning, material development, and implementation
- Provided one-on-one tutoring assistance to students to achieve and sustain target levels in social studies and reading
- Successfully implemented enrichment activities and behavior modifications as a motivator for improving overall class conduct

**MILITARY EXPERIENCE:**

**United States Air Force**, F.E. Warren AFB, WY

1999 - 2003

- Program manager: maintained file plan, and developed policies and procedures for all 790<sup>th</sup> SFS armory personnel
- Updated and maintained computer databases for over 1000 security forces personnel
- Maintained custodial accountability of 3.3 million dollars of government equipment, firearms, ammunition, and explosives
- Training manager: created all training programs, trained instructors, and jointly collaborated development of quality control testing

**COMPUTER SKILLS:**

Word, Power Point, Excel, Publisher, Adobe, Photoshop, Windows 95-Vista, NC Wise

**REFERENCES:**

Available Upon Request

# NAME

street address • city, state • phone number • email address

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## SEEKING ELEMENTARY TEACHING POSITION

Life is a journey that asks us to be awake for every dip, dive, or turn. Being literate gives us the ability to read the signs and the opportunity to travel a curvy, bumpy road with many detours along the way. Literate individuals share the passion to teach, to take in knowledge, to share, to listen, and to grow. Literacy drives amazing communities, those with can-do attitudes, and an awareness of the journeys that lay ahead. Literacy allows students to reflect on the distance traveled, as well as how far they have come, and how far they will go.

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## EDUCATION

### **Bachelor of Arts: Elementary Education (K-6), Concentration in Mathematics, December 2005**

University of North Carolina Wilmington

Chancellor's Achievement, Kappa Delta Pi, International Honor Society in Education

### **Financial Services Journeyman: Community College of the Air Force, Sheppard AFB, TX (1996)**

**Technical Training:** Microsoft Office 98, 2000 and XP (word processing, spreadsheets, databases, and PowerPoint), Internet, Web Folios, military pay/travel systems, slot data system, auditing systems (Magellan, Witness, Aspect, and AS 400 systems)

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## RELEVANT EXPERIENCE

### **Student Intern, William C. Bechtel Elementary School, DoD Dependents School, Okinawa, Japan (Fall 2005)**

- Incorporated multiple teaching methods that included cooperative learning, peer teaching, technology integration, and small group instruction
- Created short and long-range lesson plans
- Participated in staff development workshops and meetings
- Collaborated with teachers in planning, preparing, and organizing grade level rotations
- Communicated with parents through written and oral means to convey students' progress
- Utilized Accelerated Math, Reading Counts, and Math Facts in a Flash teaching tools

### **Field Studies, 2004 – 2005**

South Topsail Elementary School, Hampstead, NC; Queens Creek Elementary School, Swansboro, NC

Blue Creek Elementary School, Jacksonville, NC

- Observed classroom interaction in departmentalized classrooms with 86 students
  - Planned and conducted thematic units in Language Arts, Science, and Social Studies
  - Created activities that fostered team development and planned differentiated instruction for leveled ability groups
  - Provided one-on-one tutoring in Mathematics to student in fifth grade
  - Successfully implemented enrichment activities and behavior modification techniques as a motivator for improving task performance
  - Utilized mathematics games and manipulatives to encourage development of skills in a enjoyable environment
  - Provided one-on-one tutoring in Reading to student entering fifth grade
  - Designed and implemented strategies to work with a child with a speech and processing disability
  - Collaborated with parent to encourage reading in the home and journal writing to foster proficiency in comprehension
- 

## EMPLOYMENT

### **Quality Assurance, E-Commerce Support Centers, Jacksonville, NC (Jan 2003 -Nov 2003)**

- Authored, proofread, and transmitted reports reflecting the customer service level of agents/campaigns

### **Income Control Supervisor, Harrah's Rincon Casino and Resort, Valley Center, CA (Jan 2001 -Dec 2002)**

- Daily auditing, reporting, and verification of Gaming and Non-Gaming Revenue totaling over \$1 million
- Compiled financial accounting data and reports with 100% integrity

### **Financial Services, Assistant Manager of Disbursing Division, US Air Force, Scott AFB, IL (Oct 1996 -Oct 2000)**

- Disbursed over \$23 million in payments to personnel