

FIRST NAME INITIAL (OR SECOND NAME) LAST NAME

Street Address, City, ST ZIP · netid@nd.edu · (XXX) XXX-XXXX · www.linkedin.com/in/firstlast

EDUCATION

University Of Notre Dame

Notre Dame, IN

Degree, Field of Study

Graduation Month & Year

- Teaching Certification including level & subjects (*This could also be a separate section of its own*)
- Academic Honor(s) (*optional*)
- Relevant Coursework/Thesis Topic (*if applicable*)

Previous Institution(s)

City, ST (or Country if non-US)

Degree, Major or Concentration

Graduation Month & Year

- Academic Honor(s) (*optional*)

PROFESSIONAL EXPERIENCE

Most Recent Employer (School)

City, ST (or Country if non-US)

Classroom Teacher, Grade Level/Subject

Month year – Month year

- Briefly describe the classroom demographics and your role/accountability in teaching
- Describe any results that have been achieved or what the objective of the teaching is intended to accomplish (*action verb + accomplishment + results*)
- Developed and implemented an interdisciplinary social studies unit for a bilingual classroom, partnering with local community members to increase civic engagement among students
- Highlight specific skills, qualities and attributes demonstrated
- (*maximum of five bullet points*)

Previous Employer Company Name

City, ST (or Country if non-US)

Title, Department

Month year – Month year

- Accomplishments and accountabilities in following formula:
- *action verb + accomplishment/accountability + results (example below)*
- Worked individually with 25 children to develop reading skills through interactive games (as a tutor, after-school care position, etc.)
- Highlight specific skills, qualities and attributes demonstrated focusing on those that can be readily carried over to the classroom
- (*maximum of five bullet points*)

LEADERSHIP & SERVICE (DO NOT USE BULLET POINTS)

Role/Title, Full Organization Name (ACRONYM if applicable)

Month Year – Month Year

Example: President, Notre Dame Graduate Student Union

August xxxx – May xxxx

Identify marketable community service experience (working with special needs children, coaching, etc.)

TECHNICAL SKILLS & PROFESSIONAL MEMBERSHIPS (DO NOT USE BULLET POINTS)

Computer Skills: List classroom management programs and other technology proficiencies, such as Interactive White Board, Google Classroom, etc. (if extensive, divide among multiple subheadings)

Languages: List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)

Professional Affiliations: National Education Association (NEA), etc.