

# Private School Teacher Resume Sample

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**Your Name**

**Mobile no:**

**Email-ID**

## **Career Objective**

Seeking the position of a teacher in a reputed school to utilize my knowledge and previous work experience for the overall development of the students

## **Skills:**

- Good oral and written communication skills
- Ability to teach students in various academic subjects
- Ability to plan and prepare lesson plans and study material for the students
- Ability to evaluate and maintain the records of the students
- Ability to prepare assignments and formulate new teaching methodologies for the students
- Ability to prepare audio-visual aids for the students
- Ability to interact with all ages and leadership skills

## **Educational Qualification:**

- 10th from UP School Education Board
- 12th from UP School Education Board,
- B.Com from Agra University,
- M.Com from Agra University,

## **Technical Skills**

- Well versed MS Excel, MS Word, MS Access, MS PowerPoint
- Efficient in Internet and Basic Computer Applications
- Operating Systems: Windows 7/8/10

## **Work experience:**

### **ABC School**

March 20XX-present

School Teacher

Key responsibilities undertaken include:

- Teaching students from grade fifth to ninth
- Preparing lesson plans and course material for the students
- Evaluating the exam papers, assignments for the students, and maintaining records
- Organizing competitions and trips for the students
- Discussing the academic progress of the students with their parents
- Organizing the weekly parent's meetings

**Areas of interest::**

- Strong passion to teach and interact with students
- Developing innovative teaching methods to foster the process of learning in students
- Preparing audio-visual aids for the students

**Hobbies:**

Collecting stamps and reading books

**Personal Details:**

Father's Name:

Mother's Name:

Date of Birth:

Gender: Female

Marital Status: Single

Nationality: Indian

Languages known: Hindi and English

Permanent Address:

**Declaration:**

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

**Sign**