

Example Resumé: Early Childhood/Special Education Major

*This resumé is a composite of several actual resúmes.
It is merely an example of the types of information that may be included.
Please note the comments on the right margin.*

Ilove T. Eaching

College Address (until May 7, 20XX):

100 Third Avenue
Clarion, PA 16214
814-226-1234

Permanent Address:

123 Main Street
Warren, OH 44484
205-555-1111

Ilove_Teaching@hotmail.com

Comment [C1]: Specify how long you will be at your college address.

Comment [C2]:

- Only include this contact information if you check your voice messages and e-mail often.
- Make sure you have a professional e-mail address and a professional-sounding recorded message on your answering machine.

EDUCATION

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in Education Degree, May 20XX
Majors: Early Childhood Education
Special Education

Overall QPA: 3.6/4.0

Early Childhood Education QPA: 3.5/4.0

Special Education QPA: 3.7/4.0

Comment [C3]: You only need month and year of graduation.

Comment [C4]: Include your Overall QPA or Major QPA if they are 3.0 or higher.

TEACHING EXPERIENCES

Student Teaching

First Grade, Allegheny-Clarion Valley Elementary School, Foxburg, PA

March to May 20XX

- Developed a unit on the five senses
- Administered the PA Benchmark Reading Assessments
- Taught "Accelerated Reader" computer program

Comment [C5]: Put your grade level first. Employers are most interested in the grade level in which you taught.

Comment [C6]: Use month and year.

Fifth - Sixth Grade, Mahoning Elementary School, New Bethlehem, PA

January to March 20XX

- Developed a unit on rainforests
- Instructed students on proper uses of Compass (computer program)
- Administered the Brigance Test

Comment [C7]: Know the name of the school and the school district. They may be different.

Comment [C8]: List responsibilities, accomplishments, or special projects using a bulleted list of phrases; no sentences.

Field Experience

Second Grade, Clarion Elementary School, Clarion, PA

Fall 20XX

- Taught lessons throughout a three-week period (five days per week)
- Developed a unit on oceans
- Participated on a planning team for "Fall Harvest Week" activities

Comment [C9]: Use action words. Use the correct tense – present tenses to describe current responsibilities; past tense to describe past responsibilities.

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Page 2

Comment [C10]: Be sure to put your name on page 2 of your resume.

HONORS

Kappa Delta Pi (national education society), Fall 20XX - Present
Eberly Family Scholarship, 20XX-20XX & 20XX-20XX
Dean's List, 7 semesters

Comment [C11]: Include a description of an organization that may be unknown to the reader of your resume.

PROFESSIONAL, CAMPUS, & COMMUNITY ACTIVITIES

Professional Development

Children's Literature Seminar, Fall 20XX
McKeever Experience (outdoor learning center), Spring 20XX

Comment [C12]: This section is organized into categories for easier reading. Depending on the amount of information, each of these sub- categories may be used as a major heading.

Professional Organizations

Student Pennsylvania State Education Association, 20XX - Present
Association for Childhood Education International, 20XX - Present
National Association of Education for Young Children, 20XX - Present

- President, 20XX-20XX
- Treasurer, 20XX-20XX

Comment [C13]: Include a description if an item may be unknown to the reader of your resume.

Comment [C14]: List career-related or professional organizations first.

Comment [C15]: List leadership positions and dates held.

Campus Activities

"Hall Wars" intramural sports activities, Spring Semesters 20XX, 20XX, 20XX
Homecoming Court Nominee, Fall 20XX
Clarion University Color Guard, Fall 20XX

Community Activities

Saturday Science at Clarion University, Spring Semesters 20XX, 20XX
Clarion County Special Olympics, Spring 20XX
Western Spring Sectional Special Olympics, Spring 20XX
Mon Valley Competition Squad cheerleaders, Fall 20XX

WORK EXPERIENCE

Comment [C16]: List your summer or part-time jobs here.

Tutor, Children Learning Center, Brookville, PA
Fall 20XX – present

- Conduct individual assessment of clients
- Create lessons on math and reading

Comment [C17]: Give the reader a sense of how much time you spent on the job.

Camp Counselor, Camp Love Kids, Brookville, PA
Summer 20XX (live-in position for nine weeks)

- Worked with girls, ages 10-12, at a resident camp
- Created and implemented lesson plans for a variety of weekly activities
- Taught children how to canoe, swim, and much more
- Responsible for the safety and well-being of 60 different children over a nine-week period

Comment [C18]: Give the reader a sense of how much time you spent on the job.

Cheerleading Coach/Choreographer, Mon Valley Cheerleading Association, Mon Valley, PA
Summer 20XX (10 hours per week)

- Worked with girls, ages 10-13
- Choreographed competition dance routine
- Judged girls for competition squad
- Coached girls on the mechanics
- Spotted for the girls at competition

Comment [C19]: Give the reader a sense of how much time you spent on the job.