# FIRST MIDDLE LAST NAME

Professional Email | Phone Number | LinkedIn URL

# EDUCATION

**Longwood University Farmville, VA**

*Bachelor of Science in Liberal Studies May 2019*

Concentration: Elementary Education GPA: 3.5

Dean’s List (2 semesters)

# WORK EXPERIENCE

**Licensed Teacher,** Grade 2 (Math and Reading) **Cumberland, VA**

*Cumberland Elementary School August 2019-present*

* Implement Virginia Standards of Learning through a variety of best practice methods to 27 students
* Demonstrate diversified teaching experience for students who have disabilities by developing Individualized Education Programs (IEPs)
* Execute and supplement a given curriculum for Math and Reading subjects using best practices
* Apply Fountas and Pinnell LLI Intervention to drive clear and purposeful reading intervention strategies
* Attend and incorporate team planning with second grade staff members and other school personnel
* Engage with parents and community within the school system to promote communication and inclusion
* Identify various skill levels within the second grade classes to accommodate personal teaching style

# STUDENT TEACHING EXPERIENCE

**Student Teacher,** Grades 1 & 4 (Math) **Cumberland, VA**

*Cumberland County Elementary School January 2019-May 2019*

* Create and implement lesson plans to be taught during six-week time period in both grades
* Monitor 25 students during school-wide testing to ensure productivity and appropriate behavior
* Assist both grade levels by intensively tutoring students and creating innovative lesson activities
* Organize student-collected materials and graded assignments on a day to day basis
* Supervise a class of up to 20 students in first grade, and 40 students in fourth grade split between two periods

# OBSERVATION EXPERIENCE

**Partnership Teacher, Grade 1 Crewe, VA**

*Crewe Primary School August 2018-December 2018*

# Practicum I Student Teacher, Grade 3 Virginia Beach, VA

*Plaza Elementary School May 2017*

# Practicum II Student Teacher, Grade 3 Chesapeake, VA

*Great Bridge Intermediate School May 2018*

* Prepared Teacher Work Sample to include pre and post assessments and all student work associated with the unit taught with a 70% pass rate on final assessment
* Observed typical school day functions in both the morning and afternoon routines
* Consulted with Longwood professors to reflect on and grow from specific classroom experiences
* Prepared students for the Virginia Standards of Learning testing by leading comprehensive small groups
* Taught weekly classroom lessons in math and science, observed by Longwood supervisors
* Assisted with educating 20 students in a Title One school by developing holistic classroom experiences

# ACTIVITIES

**Kappa Delta Pi**, International Honor Society for Educators, Longwood University, *January 2017-May 2019*

**Big Siblings**, Longwood University, *January 2015-May 2018*

**Longwood Ambassadors**, Longwood University Office of Admissions, *February 2016-September 2018*

**Student Government Association: Senator**, Longwood University, *January 2016-May 2018*

# SKILLS

**Computer:** Microsoft Office Suite, MyLongwood, Degree Works, Schoology, EdLine, Prezi, Canvas, Smart Board Technology

**Language**: Proficient in Spanish

**Certifications**: Collegiate Professional Licensure (PK-6), CPR/AED (*expires May 2023*)

**Format**

|  |  |  |
| --- | --- | --- |
| * Do NOT use a template
* 1 to 2 pages for a targeted resume. A master resume, which has ALL your information, can be longer
 | * Use the same 10 point font throughout your resume with .5 margins
* You can choose what sections are most important to you and have

those first, other than education which should be first | * In each section, rank your experiences from top to bottom from either most recent OR most relevant
* Bold and Italicize words but do not use different fonts and many different sizes
 |

|  |  |  |
| --- | --- | --- |
| * ALWAYS at the top
 | **Contact Information*** Add your phone number, professional email, and URL to LinkedIn profile
 | * Do NOT put your address
 |

**Education**

|  |  |  |
| --- | --- | --- |
| * Remove anything from High School
* Add study abroad experiences after your degree. Include location and date
 | * Add any degrees even if not from Longwood
* Includes any minors or concentrations as well as Dean’s List or President’s List
 | * Include GPA if over 3.0
* You don’t need to write “expected graduation” before you include your day (Just say “*May 2025*”)
 |

**Experiences**

|  |  |  |
| --- | --- | --- |
| * Make your experience section headers match with YOUR unique experiences; bullet points should not repeat the same or similar information in different sections
 | * Use the same format of titles, locations, and dates throughout your entire resume
 | * Always start with a strong action verb and add the How, What, or Why. Everything has transferable skills! Show them!
 |
| * Use the correct present or past tense verb
 | * Each experience should have 2-6 bullet points, depending on the experience
 | * Do not put periods at the end of your statements
 |

|  |  |  |
| --- | --- | --- |
| * If you held a leadership position in your organization you can put

under “Leadership Experiences” If not, put involvement here | **Activities*** Make sure you have the Organization name and the dates you were involved
 | * Your activities do not have to be Longwood related
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|  |  |
| --- | --- |
| **Skills*** Do not put “soft skills” here, they need to be skills such as technology, languages, or certifications
 | * If you have multiple certifications, you can have a separate section. Make sure to add the expiration date!
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