FULL NAME

(Pronouns)

City, State Zip Code | Email (use email alias from Whitepages) | Phone (Working Voicemail/ Professional) | LinkedIn URL

TEACHING PROFILE

- Specialty areas/areas of focus for education/teaching (grades, special ed etc)
- Areas/subjects that you have strong knowledge and/or experience in
- What skills or technical areas in education do you have proficiency in (example: IEPs for special ed)

EDUCATION

Pace University, School of Education, City, state — GPA
Full Degree and concentration/track — Month and Year of (Expected) Graduation
Honors: (if you had any)

University/ Institution Name, City, State — GPA
Degree + concentration is applicable — Graduation Date (Month Year)

RELEVANT COURSEWORK

[add 4-8 course titles relevant to industry/functional role OR up to 2 lines]

CERTIFICATIONS

State and name of teaching/education certification — Month Year

STUDENT TEACHING

School/Organization Name, City, State – Grade(s)/Subject Areas (i.e., Special Education) — Month Year – Month Year

- Use Bullet Formula: Action Verb +Task (What you did) + Result (Why/How you did it)

FIELD OBSERVATIONS

Observed and assisted teachers in grades at the following schools:

- School name, City, State — Month Year – Month Year

RELATED EXPERIENCE

Company — City, State
Position Title — Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

Company — City, State
Position Title — Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

LEADERSHIP EXPERIENCE & EXTRACURRICULARS

Organization Name — City, State
Position Title — Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

VOLUNTEER EXPERIENCE (Optional / Definitely include if you have substantial experience)

Organization Name — City, State
Position Title — Month Year – Month Year

- Use Bullet Formula: **Action Verb** + **Task/Product** (What you did) + **Purpose/Result** (Why/How you did it)

SKILLS

Technical:
Languages:

INTERESTS (Optional/if you have space)

[3-4 active hobbies/interests to show more of you as an individual]