

*(Sample design only. Please consult a counselor to create your best resume.)*

# Name in 18-20 Point

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Address, Apartment, Houston, TX 77040 ▪ Phone Number ▪ [Email@na.edu](mailto:Email@na.edu)

**OBJECTIVE** Seeking position with school district, utilizing skills (fill in the blanks)

## SUMMARY OF QUALIFICATIONS

- Student teaching experience includes full-time responsibilities with teaching lessons, administering and scoring tests, and many more classroom duties
- Worked nearly a year and a half as a substitute teacher, working with students from Grades 6-9 in a wide variety of subject areas
- Demonstrated initiative, creativity, and authority in classroom

## EDUCATION

**BS in Education, May, 20XX**

North American University, Houston, Texas

Certified as Generalist EC-6 Math, October 20XX OR

Scheduled for TExES, Bilingual Generalist EC-6 for August 20XX

(test:TExES, TExMaT, TASC, TASC-ASL)(Certification area) scheduled

for (Month, Year)

- Minor?
- GPA or GPA in Major
- Relevant Coursework: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## TEACHING EXPERIENCE

### Student Teacher

Jan., 20XX - Present

Northwest Independent School District, Katy, Texas

- Assist with assorted classroom duties (5<sup>th</sup>- and 6<sup>th</sup>-graders; Average class size approximately 30 students; Subject area: Mathematics)
- Draft lesson plans, and organize planbook for review and approval
- Teach two or three lessons per day, mark tests, and record grades
- Additionally responsible for dance program activities, including working with sixth-graders twice a week for three months

### Substitute Teacher

Jan., 20XX - Dec., 20XX

Houston Independent School District, Houston, Texas

- Worked with students from 6<sup>th</sup> to 9<sup>th</sup> grades, in English, Biology, and Math
- Participated in the daily duties and activities of classrooms, including lesson planning, test administration, and grade assignment
- Other experience included observation of various classes for credit
- Also helped tutor students in algebra and physical science
- Supervised field trips to Museum of Natural History and Hall of Science

## OTHER WORK EXPERIENCE

**Wait Staff**, Katy Station, Houston, Texas, May 20XX - Dec. 20XX

**Salesperson**, Best Buy, Woodlands, Texas, Jan. 20XX - May 20XX

## ACTIVITIES

- National Student Teacher Association
- Houston Independent School District fund-raiser
  
- Scout Master, Troop #342
- Waterskiing, guitar, and running

*(Fit resume into one page. Avoid typos. Proof thoroughly.)*