**You’re Name**

555-555-5555 · myemail@server.com

PROFESSIONALEXPERIENCE  
  
**TUTORING COMPANY ABC** City, State January*, 2007 - October, 2009*  
  
**Tutor**

* Worked with students in small groups of 3 to 4 to help develop their basic reading and writing skills.
* Helped individual students prepare for exams like the SAT, ACT, GED, GRE, and GMAT.
* Filled out evaluations and reports to chart students' progress.

**CITY PARKS AND RECREATION** City, State January*, 2005 - December, 2006*  
  
**Teacher**

* Taught children a variety of summer camps like Beginning Reading, Study Skills, and Writing Basics.
* Instructed adult students in subjects like Business Letter and Resume Writing in the evenings and on weekends.
* Created class materials and lesson plans for these classes.

**BASIC PRIVATE SCHOOL**            City, State            August,*2002 - May, 2005*  
  
**Teacher**

* Created lesson plans for all classes taught, including English, Grammar, and Vocabulary Development.
* Instructed students by presenting lessons and answering questions about the material.
* Evaluated the progress of students and conferenced with parents about how their kids were doing.

**ANY CHURCH**           City, State            *January, 2000 - August, 2002*  
  
**Substitute Sunday School Instructor**

* Worked with kids of all ages from preschoolers through 5th graders, depending on the need.
* Implemented pre-made lesson plans, helping students understand the concepts using a variety of activities.

**SELF EMPLOYED**           City, State            *September, 1998 - May, 2003*  
  
**Babysitter**

* Watched children of various ages from newborns through twelve-year-olds when parents were out.
* Helped kids with homework and other activities that needed to be completed.

EDUCATIONAL BACKGROUND  
  
**AMERICAN UNIVERSITY**            City, State            *1998 - 2001*  
  
**BA in English/minor in Education** with a 3.5