

Resume Example #1:

John Doe

123 ABC Street * Portland, OR 12345 * (503) 123-4567 * johndoe@gmail.com

OBJECTIVE

Passionate, dedicated educator seeking a position teaching elementary education in a public school.

CERTIFICATION

Dually certified to teach regular and special education.

SUMMARY OF QUALIFICATIONS

- Five years of experience teaching regular and special education, grades K-6 in a private school.
- Masters degree in Elementary Education with a concentration in Information Technology.
- Extensive experience on school improvement committees and after-school activities / programs.

PROFESSIONAL EXPERIENCE

School District, Portland, OR

Date - Present

Teacher - First and Second Grades

- Teach first and second grade special education students in a self-contained 15:1:1 classroom setting.
- Maintain excellent classroom management skills and an ability to keep students on task.
- Use behavior modification techniques as a motivator for improving conduct and encouraging participation.
- Integrate multiple teaching styles to intensify the range of learning.
- Supervise stimulating math learning centers utilizing various manipulative.
- Teach guided reading lessons to model questioning, clarification, and problem solving techniques.
- Assist with the formulation of Individual Education Programs, and generate quarterly report cards.
- Evaluate student progress and support recommendations for further student development.
- Attend and participate in Special Education Staff Conferences and CSE Annual Review Meetings.

School District, Portland, OR
Teacher - Second Grade

Date - Date

- Taught a second grade regular education class with 32 multicultural students.
- Utilized multiple teaching methods that included visual, tactical, and auditory materials to reinforce or simplify complex concepts, such as Sand Letters that assist in letter recognition by feeling formations.
- Expanded the range of learning through whole class, individual, and small group instruction, cooperative education, and math, science, reading, art, and multi-sensory learning centers.
- Led integrated social studies/writing units that allowed students to bridge the gap between real world issues and course material through library and Internet research, interviews, and creative writing exercises.
- Challenged students to master basic math concepts through implementation of manipulative (food, squares of varying colors, sizes, shapes), graphing, and charting exercises that developed problem-solving skills.
- Integrated technology into the learning process with computer lab assignments using self-paced programs such as Math Blaster/Reader Rabbit that develop students' cognitive abilities and basic computer/keyboarding skills.
- Communicated with parents to acknowledge superior work and areas of concern through weekly newsletters, and encouraged parent-volunteer assistance throughout the year.

School District, Portland, OR
Teacher - First Grade

Date - Date

- Taught a first grade class with 27 regular and mainstreamed students.
- Implemented a Direct a Balanced Literacy Program utilizing a Whole Language and phonemic awareness approach to reading, science, and social studies in accordance to ELA, IEPs, state, and district standards.
- Employed the use of a buddy system to facilitate student partnering of non-readers with advanced readers.
- Ensured the class's entry in the school's first grade Power Literacy Program contest requiring each student to complete 25 books a year and a weekly book report. Led class to achieve recognition as first place winners.
- Accessed students' prior knowledge through use of graphic organizers that allowed students to preview a story beforehand, predict outcomes, and orally present their findings in a coherent, detailed manner.

EDUCATION

College, Town, State
Degree Name, Major, Date

College, Town, State
Degree Name, Major, Date

COMPUTER SKILLS

Windows / Macintosh; MS Word, Excel and PowerPoint; various educational software titles

Resume Example #2:

Jane Smith
123 ABC Street
Portland, OR 12345
Home: (123) 123-4567
Cell: (123) 987-6543
Janesmith@yahoo.com

Objective

Position as an English Teacher.

Certifications

Ohio Secondary Certificate in English, December 1997

Experience

English Teacher, 1997 - Present

Oak Park High School, Toledo, OH

- Taught American Literature & Writing Composition to 9th - 12th graders.
- Organized cooperative learning activities.
- Implemented portfolio grading system in literature classes.
- Incorporated new texts into standard curriculum.
- Tutored students seeking additional guidance with course work.
- Assessed student performance throughout the term.
- Conducted individual student conferences.
- Chaperoned field trips and school dances.

Student Teacher, 1996 - 1997

Urbana High School, Athens, OH

- Taught American Literature to a diverse group of students.
- Implemented creative curricula utilizing outcome-based education & alternative assessments.
- Wrote and taught dynamic lesson plans.
- Tutored students after school and chaperoned field trips.

Relevant Interests

Speech & Debate, Theatre, Track & Field. I welcome the opportunity to coach extracurricular activities.

Education

B.A., English, 1996
Ohio University, Athens, OH

Resume Example #3:

Name: John Smith
Address: 1234 Any Street
Portland, OR 97227
Tel: (503) 454-8989 (Home); (503) 967-2225 (Work)
Email: johnsmith@gmail.com

Personal Summary

As a fully trained elementary school teacher with more than 8 years of varied teaching experience, I am at a point in my career where I would like to take on more responsibility in a larger school.

I am interested in joining your teaching staff and becoming an active member in your school's extra-curricular programs. I feel that my strong dedication and desire to take on a busier workload make me an ideal candidate for the teaching position you have available and I'm confident I have the qualities to help Vintage Hills Elementary School achieve its academic and nonacademic objectives.

Employment History

Beach Elementary School - Second Grade Teacher

January 2006 to present

My responsibilities are as follows:

- Teaching a classroom of 30 second grade children
- Touching on various subjects, including math, science, art, history, and English
- Administering quizzes and tests
- Assigning and grading homework on a daily basis
- Preparing daily activities related to the current curriculum
- Facilitating parents' evenings
- Supervising recess and snack break twice a week

New York Grade School - Fifth Grade Math Teacher

June 2002 to December 2005

My responsibilities included:

- Teaching fifth grade level math to three classes of 25 children
- Administering quizzes and tests on a weekly basis to test the children's knowledge of the material
- Assigning and grading homework on a daily basis
- Supervising after school math tutoring program

Mount Elementary School - Third Grade Teachers' Assistant

January 1998 to May 2002

My responsibilities were:

- Assisting Third Grade teachers in regular daily activities
- Providing one on one time with students who needed extra help
- Grading homework and tests using answer key
- Supervising students during teacher break time
- Supervising snack, lunch, and recess on a daily basis

Achievements

My achievements have included:

- Graduating in the top 10th percentile from California State College, San Marcos
- Voted "Friendliest Teachers' Assistant" at Fontana Elementary School
- A certificate from Sacramento Grade school for attending teaching seminar

Relevant Skills:

- Able to teach grades 2 to 5
- Familiar with California Elementary School grading guidelines
- Able to supervise several classes at the same time
- Able to teach several subjects

Relevant Qualifications:

- Fully trained in various school subjects
- Certified to teach several grades of Elementary
- Bachelor's Degree in Child Development from California State College, San Marcos
- Master's Degree in Teaching from California State College, San Marcos

Interests:

I enjoy reading and playing basketball and am a volunteer at the local hospice.

Cover Letter Example #1:

John Doe
12345 Washington Street
Beaverton, OR 97002
503-222-2222 (h)
503-456-7890 (c)
johndoe@hotmail.com

Date

Ms. Jane Smith
Smith Elementary School
1225 Main Street
Portland, OR 97227

Dear Ms. Smith,

I am interested in applying for a teaching position, on the elementary level, in your school district. As a 2007 graduate of Portland State University, I have student teaching experience on the third and sixth grade level, in both suburban and urban school districts.

At the present time I am teaching "at risk" preschool children. This position enables me to provide these students with a "head start" in mastering basic skills. I am challenged to be creative, nurturing and most of all, patient.

In my junior year at Portland State University, a passion for, and knowledge of horses created an opportunity for me work for the Racing Museum. This position allowed me to teach every fourth grade class in the local school system. I coordinated field trips with classroom instruction.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to your school district. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

Signature

John Smith

Cover Letter Example #2:

Jane Doe
1234 West Street
Hillsboro, OR 97124
(123)-456 7890

Date

Mr. John Smith,
Portland Public Schools
501 N. Dixon
Portland, OR 97227

Dear Mr. Smith,

I am writing to you to apply for an entry level position as a teacher with your 1st and 2nd grade. I am a recent graduate of Manhattan University where I completed BA in communications, graduating with Honours.

Last summer I completed an internship on the Regional School. During this time I completed many duties including the course assessment, curriculum enhancement and grading students. It gave me an appreciation of what the job entailed and now I am anxious to obtain a full time position. I have good educational background and am proficient in humanities and social science courses. I am enthusiastic, organized, have a solid work ethic and am quick to build rapport with colleagues.

I would like to thank you in advance for taking the time to review my resume and I will be in contact with you on Friday to seek a meeting with you.

Yours sincerely,

Jane Doe

Enclosures: Resume

Cover Letter Example #3:

JANE SMITH

4558 South Street
Gresham, OR 97656

(503) 555-5555
jsmith@gmail.com

Date

Dr. John Doe
Portland Public Schools
501 N. Dixon
Portland, OR 97227

Dear Dr. Doe:

I am writing in response to your opening for the position of 9th Grade Biology Teacher at Cleveland High School. The opportunity to teach and inspire students within your high school is an exciting prospect that I feel qualified for and fully able to undertake. Please allow me to explain briefly my philosophy regarding academic leadership and how I could contribute to the growth and success of your high school.

Providing quality, broad-based academic direction and leadership remains one of the core catalysts for success in an education institution today. In my instructional career, I have demonstrated the ability to develop complete curricula for a variety of courses and influence student improvement through quality lectures, discussions, assignments, and assessments. In my current position as 9th Grade Biology Teacher with the Springfield High School, I have also worked with organizations within the community to provide internship and job opportunities to students and graduates, respectively.

My résumé is enclosed to provide you with additional details concerning my background and qualifications for this position. I am certain an interview would fully reveal my abilities and enthusiasm for the opportunity to contribute to your faculty.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions.

Jane Smith

Enclosure