

# Missy E. Teacher

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**Local Address:**

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**Permanent Address:**

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**Qualifications:**

Colorado Initial Teacher License, Elementary K-6, Expiration: June 20XX  
PLACE Exam passed, June 20XX  
Bilingual in English and Spanish  
Experience working with diverse populations and cultures

**Education:****Bachelor of Arts, Interdisciplinary Studies****Emphasis: Elementary Education K-6, Linguistically Diverse K-12**

University of Northern Colorado (UNC), Greeley, CO

Graduation: May 20XX

**Study Abroad, Community Health Program**

Tapalpa, Mexico

Summer 20XX

**Related Experience:****Student Teaching, Grade 5**

Spring 20XX

Jefferson Elementary School, Greeley, CO

- Developed and implemented thematic mathematics unit on probability
- Planned and taught whole-class lessons for limited English and bilingual students in writing, math, and science
- Tutored students in groups and one-on-one to help with homework assignments
- Collaborated with 5<sup>th</sup> grade team in planning day-long science fair, inviting parents, administration, and other grades to view student projects on weather

**Student Teaching, Grade 5**

Fall 20XX

Meeker Elementary School, Greeley, CO

- Created standards-based literacy lessons for circle groups
- Modified textbook mathematics lessons for whole class instruction in preparation for CSAP
- Tutored and evaluated progress of one student in writing and vocabulary, resulting in a one letter grade increase on his report card
- Proctored and administered year-end testing including CSAP, DIBELS Fluency Test, and Houghton-Mifflin theme tests
- Translated classroom communication from English to Spanish for parents

**Literacy Tutor, Grades 3 and 5**

Spring 20XX

Dos Rios Elementary School, Greeley, CO

- Planned individualized instruction for students in literacy using a variety of reading strategies
- Documented students' progress using running records and writing samples

**Multicultural Experience:**

Traveled extensively in South America

Summer 20XX

Volunteer, Sisters of Color United

June 20XX-May 20XX

Group Leader, Vacation Bible School, Saltillo, Mexico

Summer 20XX

## Tips to Avoid One-Size-Fits-All Resume

A big mistake that job seekers make: They use the same resume for every job possibility regardless of the industry or job title. It's a strategy that recruiting experts say will get you nowhere fast. *So what do you do:*

### 1. Fine tune for keyword hits

- Resumes need to focus on your key accomplishments, not on duties and responsibilities; employers want to see that you can produce results.
- Look for the words that appear early in an ad or job description; the first keywords mentioned are likely the most important.
- After scrutinizing ads, identifying keywords, and loading the keywords into your resume, test your resume by comparing it to ads you want to target.
- Those are the keywords that have the best chance of being successfully sought out by the employer's search software.

### 2. Current students/recent grads: Focus on college highlights

- Play up skills learned at internships, part-time work, and campus leadership positions. Example:

#### LEADERSHIP EXPERIENCE

Member, President's Leadership Program, UNC

August 20XX to Present

- 4-year long intensive program, competitive selection process
- Leadership program focused on globalization, cross-cultural communication, and organizational behavior
- *Any special project/thesis that you may have completed here\*\**

- If you lack direct experience, try to flesh out specific projects in classes that were relevant to the target statement, and go into detail about them. Example:

#### RELEVANT ACADEMIC PROJECTS:

- Worked as team leader in creating an 80 page, \$8,000,000 marketing plan to increase the tourism revenue for the State of Wisconsin
- Acted as the team leader in researching the Italian culture, finding a product they were lacking, and creating a marketing plan to introduce the new product

### 3. Focus on describing past job activities that highlight the transferrable skills you plan to use in your next job.

- For example, don't spend a lot of time describing all that clerical stuff you did in a past job if you have no intention of doing clerical work again. Example:

Cosmetic Hut, Greeley, CO

Summer 20XX

Promotion Specialist

- Exceeded sales benchmarks by developing successful, innovative methods for executing sales promotions, and by approaching and building rapport with a diverse range of prospective customers
- Adapted sales approach effectively to unique fragrance brand identities represented within upscale department stores

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## Looking to Make a GREAT first impression? Use Resume Creator through Bears Career Connection!

You can use this FREE service to:

- Create a professional and high-impact resume based on your career goals
- Manage an unlimited number of resumes from one central location
- To access Resume Creator visit: [www.unco.edu/careers](http://www.unco.edu/careers) and log-in to your student Bears Career Connection account
- For assistance contact Career Services at 970-351-2127