

Resume - Education

TAYLOR SMITH

99 Green Acres Drive • Regina, Saskatchewan S9E 0X2 • (306) 761-9891 • taylor.smith@uregina.ca

OBJECTIVE

Alternate heading: Teaching Objective, Professional Objective. Option: Highlight noteworthy experience and skills.

Position as _____ Teacher requiring experience in _____.

EDUCATION

Include your specialization or stream. If you're in a Secondary program, add your major and Minor.

Bachelor of Education – Elementary (Middle Years)

University of Regina, Regina, SK (GPA: 81.2%)

2006-present
(completion Apr. 2010)

Grade 12 Diploma

Northwest High School, Calgary, AB

Note GPA if over 75%.

2006

Scholarships & Awards

- Dean's Honour List, Faculty of Education 2008 & 2009
- General Proficiency Scholarship, University of Regina 2008 & 2009
- _____ 2007

Professional Development (selected)

Add "selected" if providing only a partial list of your relevant activities.

- Off-Campus Residential Experience (OCRE), Faculty of Education 2008
- First Aid / CPR "C" Certification, St. John Ambulance, Regina 2008
- Aboriginal Approaches to Learning, First Nations Centre, Regina 2007
- _____

PROFILE OF SKILLS

Alternate headings: Professional Knowledge & Skills, Skills Summary, Teaching Skills. Customize each resume. Write 10-12 examples of you how you've demonstrated the required knowledge, skills and attributes. When possible provide evidence by including examples from your academic and/or employment experience.

Teaching

- Teach all subjects areas for Grades ____ – ____, including math, science, _____ and _____.
- Motivate students through _____ and _____.
- Creatively incorporate a variety of teaching strategies into units and lesson plans—for example, _____.
- Adapt lesson plans to engage learners with different needs including _____ and _____.
- Apply _____ and _____ for effectively managing classrooms.
- Collaborated with staff, administrators, and parents on special projects and events—for example, _____, _____ and _____.
- Select and develop appropriate assessment and evaluation tools (e.g., _____).
- Over 2 years experience coaching youth including 3 basketball and 2 volleyball teams.
- Engage and communicate respectfully with students, parents and staff of diverse backgrounds.
- Assisted with _____.
- Apply _____.

Use verbs (present or past tense) to describe your skills (e.g., evaluate, developed, facilitate). When possible, quantify your accomplishments with statistics (e.g., over 3 years of experience).

General Transferable Skills

- *Languages:* English, French (intermediate), Cree (basic).
- *Computer:* Microsoft Office (Word, Excel, Access, PowerPoint).
- Responsible, innovative _____ and _____.
- Committed to lifelong learning, professional development and personal growth.
- _____.

Include if you speak languages besides English.

For Business Education add more details.

Equity Applicants: Many employers are committed to employment equity and encourage applicants of the following groups to self-identify in their cover letter or resume: Aboriginal people, visible minorities, people with disabilities and women in non-traditional careers.

TEACHING EXPERIENCE

Internship

Sept.-Dec., 2009

Fort Qu'Appelle Elementary School, Fort Qu'Appelle, SK

Supervising Teacher: Ms. Gay Jones*Assignment:* Taught Grades 3/4 in a culturally diverse classroom

- Prepared and taught several units and classes: _____.
- Performed home room duties for 24 students (e.g., _____ and _____).
- Participated in parent/teacher interviews with Supervising Teacher.
- Organized a field trip for 2 classes (44 students) to visit the Science Centre in Regina.
- Assisted with organizing and facilitating activities for Halloween, Remembrance Day and _____.
- Assisted with coaching _____.
- Supervised lunchroom and school ground.
- Demonstrated _____.

RELATED EXPERIENCE

Alternate heading: Use WORK EXPERIENCE if you have limited related experience.

Camp Counsellor

May-Aug., 2008 & 2009

Prairie Eco-Camp, Lebret, SK

- Supervised and ensured the safety of 8 female campers (10-14 years of age).
- Planned and facilitated daily arts and crafts activities (e.g., _____ and _____).
- Led games, taught canoeing and facilitated evening campfires for large groups (32 campers).
- Collaborated with other staff on program development, _____ and _____.

Summer SunSpot Leader

May-Aug., 2007

Community Services, Regina, SK

Use verbs in the past tense to describe past jobs.

- Assessed interests and needs of children, and developed and facilitated appropriate recreational activities such as _____, _____ and _____.
- Monitored facility, including a paddling pool, to ensure safety of participants.
- Scheduled and promoted special events (e.g., _____).

Treasurer (community service)

2007-present

Regina Childcare Co-operative, Regina, SK

- Collaborate with Board Members and staff.
- Process accounts payable/receivable.
- Present financial reports at monthly and annual meetings.

Option: Highlight selected community/volunteer service work that is relevant to teaching and requires significant responsibility and commitment.

OTHER EXPERIENCE

Optional section: If included, do not include descriptions of the job duties.

Cashier (part-time), Great Grocers, Regina, SK

2007-present

Garden Associate (part-time), Prairie Greenhouse, Regina, SK

Apr.-June, 2005 & 2006

MEMBERSHIPS & ACTIVITIES

Alternate headings: Affiliations & Activities, Interests & Activities

Memberships

- Education Students' Society – Member, University of Regina

2006 – present

Community Service

- Canadian Diabetes Association, Regina
- Buffalo Days Trip Attendant, Sunnysdale Homes, Regina

2008

2006 & 2007

Interests

- Boxercise, jogging, curling, piano and travel

Many employers review this section as additional evidence of required knowledge, skills and attitudes—for example:

- *Knowledge:* sports, music, cultural diversity
- *Skills:* interpersonal, leadership, musical, teamwork
- *Attitudes:* flexible, motivated, organized, responsible

REFERENCES

Ms. Gay Jones
Supervising Teacher
Fort Qu'Appelle Elementary School
Fort Qu'Appelle, Saskatchewan
(306) 332-4227
Relationship: Supervised my internship.

Ms. Sophia Liszt
Principal
Fort Qu'Appelle Elementary School
Fort Qu'Appelle, Saskatchewan
(306) 332-4227
Relationship: Principal at my internship school.

Dr. Logan Begonia
Professional Development Coordinator
Faculty of Education
University of Regina
Regina, Saskatchewan
(306) 585-5971
logan.begonia@uregina.ca
Relationship: Assessed my academic and teaching skills.

Robin Duquette
Director
Prairie Eco-Camp
Lebret, Saskatchewan
(306) 345-2940
Relationship: Supervised my work as a Camp Counsellor.

Reference List Guidelines

1. *Before including someone in your reference list, ask permission from the person.*
2. *List 3 or 4 references in order of most significance.*
3. *References who supervised your performance should be listed before character references.*
4. *Offer each reference a copy of your resume to refer to if contacted by a potential employer.*
5. *The following information is generally provided, that is, with permission of the reference:*
 - *Name*
 - *Title*
 - *Organization or company*
 - *Address*
 - *Phone number*
 - *Fax (optional)*
 - *Email (optional)*
 - *Relationship to you*