

# Experienced Elementary Educator (M.S. Ed.) Sample Résumé

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## CARY LARSON

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### OBJECTIVE

A position teaching gifted students at the middle school level. Interested in coaching cross country and/or track.

### EDUCATION

#### Northern Illinois University, DeKalb, IL

Master of Science in Educational Leadership, August 20XX

#### Illinois State University, Normal, IL

Bachelor of Science in Education, Elementary Education with an emphasis in mathematics, May 20XX

**Certification:** IL Type 03; **Endorsements:** Mathematics, Social Science, Language Arts, Gifted Verification

### PROFESSIONAL EXPERIENCE

**Building Level Coordinator of Gifted Services**, Forest Glen Elementary School, Glen Ellyn, IL,  
August 20XX – Present

- Established a university-school partnership for gifted education with Northern Illinois University.
- Named as the gifted networking liaison for District 41.
- Created and maintained department webpage which encouraged resource sharing.
- Awarded four grants for innovative mathematics, reading, and creative and critical thinking initiatives.
- Conducted service workshops for parents and the community to demonstrate the uses of PowerPoint.
- Introduced enrichment activities, such as field trips to museums and programs at the Morton Arboretum
- Encouraged students to employ higher level thinking skills through puzzles and brainteasers.

**Classroom Teacher**, Forest Glen Elementary School – Second through Eighth Grade, Glen Ellyn, IL,  
Fall 20XX – Summer 20XX

- Designed curriculum in creative writing, reading, language arts, mathematics, electronics, and script writing.
- Fostered a natural sense of enthusiasm in students by presenting lessons on current events and people in the news, science fiction, and “the world’s best inventions,” followed by discussion and debate.

**Classroom Teacher**, Worlds of Wisdom and Wonder at National Louis University, LaGrange, IL, Summer 20XX

- Produced curriculum to challenge and instruct students on the principle attributes of aquatic biology.
- Communicated the curricular focus of the course and student progress with course goals to parents.

### SPONSORSHIP EXPERIENCE

**Student Council Sponsor**, Forest Glen Elementary, Glen Ellyn, IL, Fall 20XX-Spring 20XX

- Managed student council functions including general meetings, fundraisers, and variety show.
- Increased community partnerships to enhance both the student council organization and curricular initiatives.

### ADDITIONAL EXPERIENCE

**Teacher**, After School Enrichment Program, Forest Glen Elementary School, Glen Ellyn, IL, Spring 20XX

- Devised curriculum including functions and uses of simple machines and criminal investigation techniques.

### HONORS

- Kappa Delta Pi International Honor Society in Education
- Golden Key International Honor Society
- Phi Kappa Phi National Honor Society
- Eagle Scout

### SPECIAL SKILLS

- **Foreign Language:** Basic to intermediate understanding and use of Spanish
- **Computer:** Intermediate to advanced skill with Microsoft Office, Works, Publisher, Netscape Composer, MathCAD, Kid Pix, and Kidspiration
- **Crisis Prevention Institute** certified