

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

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