

GRADUATING TEACHER

WTAMU Box 60728 • Canyon, Texas 79016 • (806) 651-2345 • yourname@hotmail.com

OBJECTIVE

Level and subject you plan to teach

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas

Full name of degree GPA 3.0/4.0 (include if > or = 3.0) May 201X anticipated

*NOTE: you are **not** earning a BS in Education or a Bachelor of Education. Check your degree plan!*

CERTIFICATION STATUS

Test Name, passed, month year

Subject Test Name, scheduled for month year

SUMMARY OF QUALIFICATIONS [or PROFILE]

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer a school district as a new teacher
- Begin each with an action verb or number, choose different words to begin each statement
- Qualifications are more experience-based whereas Profiles are more personal attributes

CLASSROOM EXPERIENCE [or RELEVANT EXPERIENCE or TEACHING EXPERIENCE]

Name of School City, State

Student Teacher Semester Year

- Subject/Type of classroom/Significant experience or accomplishment(s)

Name of School City, State

Your Role/Job Title Semester Year (or dates of employment)

- Subject/Type of classroom/Significant experience or accomplishment(s)

WORK HISTORY [or EXPERIENCE]

Name of Business City, State

Job Title dates of employment (month year)

- Bullet statements are used to highlight job accomplishments, what did you do to make this organization better? You can also list relevant job duties NOT obvious by your job title.

Name of Business City, State

Job Title dates of employment (month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS [or INVOLVEMENT or VOLUNTEER WORK]

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- Scholarships, honors, organizations, community/volunteer work and memberships all go here
- List in order of relevance to the job or 'impressiveness' to the reader

Prepared by Career Services
West Texas A&M University
Student Success Center | CC 113
806.651.2345
<http://wtamu.edu/career>

CLETA CLASSROOM-TEACHER

WT Box 60728 ♦ Canyon, TX 79016 ♦ (806) 651-2345 ♦ wtcareer@wtamu.edu

OBJECTIVE

Elementary Special Education Teacher

EDUCATION

West Texas A&M University Canyon, Texas
B.S. in Interdisciplinary Studies GPA 3.56/4.0 May 201x *anticipated*

*TExES Status: Passed Pedagogy & Professional Development (February 201x);
scheduled to take Content April 201x*

PROFILE

- Offer experience working with special needs students and their families and caregivers in a classroom setting including attending and observing at IEPs
- Knowledgeable regarding a variety of adaptive technologies used by special needs students
- Capable of employing strategies to improve the development of motor skills, language, cognition and memory
- Proven ability to plan and oversee games and other recreational or extra-curricular activities to promote learning

EDUCATIONAL EXPERIENCE

Aikman Elementary Hereford, Texas
Student Teacher Fall 201x

- *3rd Grade Self-contained and Content Mastery*

Gene Howe Elementary Amarillo, Texas
Site Based Class – Teaching Methods Spring 201x

- *Early Childhood TLC Class*

West Texas A&M University Canyon, Texas
WTLC Volunteer June 201x – December 201x

- *Worked with 13 college aged functional living students*

WORK HISTORY

West Texas A&M University Cornette Library Canyon, Texas
Cataloguing Assistant May 201x – present
Circulation Clerk August 201x – May 201x

Taco Bell Hometown, Texas
Cashier May 201x – August 201x

- Responsible for closing store 3 nights per week

ACTIVITIES and HONORS

- President's List
- Dean's List
- Alpha Chi
- Student Council for Exceptional Children
- Special Olympics volunteer
- Help One Student To Succeed (HOSTS) tutor
- Kappa Delta Pi

JONATHAN DOE

WTAMU Box 60728 ♦ Canyon, Texas 79016
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OBJECTIVE

A professional position as a Vocational Agriculture Teacher that will utilize my strong communication skills and my successful experience in agriculture

EDUCATION

West Texas A&M University Canyon, Texas
B.S. in Agriculture Education GPA 3.4/4.0 May 201X *expected*

Clarendon College Clarendon, Texas
A.S. in Feedlot Management GPA 3.2/4.0 August 201X

CERTIFICATION STATUS

Pedagogy and Professional Responsibility, passed May 201x
Content, scheduled for April 201x

QUALIFICATIONS

- Experienced at planning, managing, and supervising events for agricultural clubs
- 6 years experience in 4-H competition
- Possess a high level of energy coupled with enthusiasm and dedication for the development of youth
- Able to take charge; pinpoint problems and initiate creative solutions
- Outstanding communication skills with the ability to interact effectively with a wide range of ages and personalities
- Effective public speaker, comfortable speaking to and leading both large and small groups

TEACHING EXPERIENCE

Aikman High School Aikman, Texas
Student Teacher Fall 201X

- *Vocational Ag classes*

Midway Junior High Midway, Texas
Site Based Class Spring 201X

- *Skills for Living Classes*

AG RELATED EXPERIENCE

MacDonald Farms Hereford, Texas
Farm Manager October 200x – present

South Fork Ranch Tours, Inc. South Fork, Colorado
Wrangler Summers 200x and 201x

HONORS AND ACTIVITIES

Dean's List
WTAMU Rodeo Team
Ag Executive Council, *Treasurer*

4-H Scholarship recipient
Farm & Ranch Club
Buff Branding Counselor

BEGINNING BAND DIRECTOR

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OBJECTIVE

Secondary Instrumental Music Teacher

EDUCATION

West Texas A&M University Canyon, Texas
Bachelor of Music with Teacher Certification GPA 3.72/4.0 May 201x *anticipated*

TEXES STATUS

Pedagogy and Professional Responsibility passed March 201x
All-level Music taken October 201x – *awaiting results*

PROFILE

- Accomplished ensemble musician with experience in Symphonic Band (section leader), Orchestra, Jazz Band, and Marching Band as well as small ensembles such as trumpet ensemble and brass choir
- Knowledgeable in reading and teaching marching band drill
- Skilled in coaching and teaching high brass students of all levels
- Capable of effectively working with beginning band students in the fundamentals of counting and rhythm

TEACHING EXPERIENCE

Canyon High/Junior High Schools Canyon, Texas
Student Teacher Fall 201x

Borger ISD Borger, Texas
Private Lesson Instructor Fall 201x-present

- Spring 201x – 3 students and 1 small ensemble received 1's at contest

Seminole High School Seminole, Texas
Early Band Assistant Summers 201x-201x

WORK HISTORY

Wendy's Old Fashioned Hamburgers Canyon, Texas
Server/Cook May 201x-present

West Texas A&M University Music Library Canyon, Texas
Student Assistant September 200x-June 201x

HONORS AND ACTIVITIES

- Honor Recital performer
- Pi Kappa Lambda
- Alpha Chi
- Kappa Kappa Psi
- Drill Instructor – Buffalo Band
- Dean's List
- Mariellen Garner Band Scholarship recipient

IWANNA COACH

WTAMU Box 60728
Canyon, Texas 79016

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OBJECTIVE Secondary History Teacher / Boy's Coach

EDUCATION West Texas A&M University Canyon, Texas
B.A. in History with Teacher Certification May 201x *expected*
GPA 3.2/4.0

TEXES STATUS Pedagogy and Professional Responsibility, **passed** April 201x
8-12 History, **scheduled** January 201x

PROFILE

- Bilingual, able to fluently read, write and speak Spanish and English
- Hands-on teaching experience as a tutor and through field placements
- Proven ability to interact effectively with individuals of all ages, backgrounds and circumstances
- Successful athletic background as a collegiate baseball player and multi-sport high school athlete

CLASSROOM EXPERIENCE Somewhere High School Somewhere, Texas
Student Teacher Spring 201x

- Junior U.S. History and Senior U.S. Government

Another High School Amarillo, Texas
Methods Class Experience Fall 201x

- Sophomore World History

Other High School Other, Texas
August Experience Fall 201x

- Assisted and observed preparations for start of school year

Sylvan Learning Center Amarillo, Texas
Spanish Tutor / Diagnostic Teacher June 200x-present

WORK HISTORY West Texas A&M University Amarillo, Texas
Activities Center Night Attendant August 200x-June 201x

ACTIVITIES & HONORS Intercollegiate Baseball, scholarship player, 4 years
Rookie of the Year, Lone Star Conference Baseball, 200x
Big Brothers/Big Sisters Volunteer
Dean's List
Work-A-Thon volunteer
WTAMU Intramural participant

REFERENCES Available on request

General Guidelines for Resumes

1. Try to keep to ONE PAGE, most soon-to-be college graduates can easily do this. If you go to a 2nd page, it does not have to fill the page but do know that this information may be skipped over by a potential employer.
2. Do NOT use any of the templates from your word processing package! While it may seem to make the resume writing easier, it is EXTREMELY difficult to make changes or fine-tune a resume that is written in a template. Take the time now to construct it in MSWord following our format and it will save time in the long run.
3. Use approximately 1" margins on all 4 sides, can go as low as .8" or as high as 1.2" if necessary to fit information attractively.
4. Do not use too many different font styles – choose one or two at most and use them throughout your job search correspondence, you can, however, mix sizes. Don't use larger than a 12 point nor smaller than a 10 point for the body of your résumé. Can use slightly larger (i.e., 14) for section titles or even 16-18pt for name.
5. Name and section titles should be slightly larger, all capital letters and bold type.
6. Reference names and addresses are not included on the resume. Your reference sheet is a completely separate document. We recommend that your reference sheet have the same header as your resume, however.
7. Use *resume paper* for your final copies to mail or take to an interview. We suggest white or ivory/eggshell/off-white. These colors are the most professional.
8. Additional help with resume writing as well as all aspects of the job search is available from our office. Please contact us with questions.
9. Utilize your network! If you have a contact within the organization where you are sending the resume, use their expertise to ensure you meet or exceed the expectations of the company.

Font styles shown on this page:

#1 is Arial; #2 is Verdana, #3 is Lucida Sans; #4 is Times New Roman; #5 is Bookman Old Style, #6 is Trebuchet MS; #7 is Century Gothic, #8 is Garamond and #9 is Callibri. The title is Copperplate31ab and is only appropriate for names and section titles. We encourage you to experiment, but don't get too wild. Make sure the font is readable and photocopies well. A good rule of thumb is not to use a font whose letters touch one another (*such as a script*.) Also be careful when you are emailing your resume. It is best to email as a .pdf file but if this is not possible or the employer requests a specific file format, be sure your document is in a standard font (Arial, Times, Callibri, etc.) that the recipient is sure to have installed on his/her computer.



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located in the Student Success Center Suite 113