

(there are lots of choices besides "Times New Roman"; try at least one alternative for comparison) (*top/bottom & side margins OK at 3/4 to 1"*)

REGGIE BYRD (*min. font size 10 for bullets ... all other text at 11 or 12*)
rbyrd@isu.net ... your name larger)

Current Address:

435 Popular Court
Normal, IL 61761
(309) 555-4321

Permanent Address:

104 South Bob Street
Minoa, IL 61300
(309) 555-1234

Objective: To obtain an elementary teaching position.

Education:

Illinois State University, Normal, IL
Bachelor of Science in Elementary Education, May, 20xx
Endorsements: Mathematics, Science; expect Type 03 IL certificate before June
Cumulative GPA: 3.45/4.00; Dean's List: Two semesters
Award: Paul Douglas Teacher Scholarship

Pre-service Experience:

Student Teacher, Sheridan Elementary School, Bloomington, IL (Spring 20xx)
Taught 26 students in a self-contained fourth grade classroom.

- Developed Math units using manipulatives and a computer-based Geography unit
- Taught in a combination Whole Language/Basal Reading Program
- Participated in planning inclusion of a BD Special Education student
- Developed a successful positive reinforcement program for the classroom
- Supervised field trip to a Springfield history museum
- Attended PTO, Board of Education, and Citizen Advisory meetings

Clinical Experience, Ashland Elementary, Ashland, IL (Oct. – Nov. 20xx)
Worked with 23 students in a second grade classroom.

- Developed and taught a Math unit
- Developed an integrated Social Science/Language unit
- Helped coach Ashland's middle school soccer team

Combining earlier experiences can be effective space saver

Also two prior classroom observations (in Towanda and Minoa) – worked with small groups of students, tutored several students individually in subject areas where they were especially challenged.

Work Experience:

Supervisor, After School Program, Eugene Field Elementary School, Normal, IL (8/xx – 12/xx)
Supervised one employee and up to 30 students in a variety of activities.

Counter Sales/"Sandwich Artist", Subway Shop, Normal, IL (9/xx – 6/xx)
some job titles are essentially self-explanatory

Activities:

SEA and NEA Member since 20xx (SEA membership committee, 20xx-xx)
Special Olympics Volunteer, Illinois State University, Normal, IL (Summers, 20xx-xx)
Coached and played on ISU intramural soccer teams (20xx-xx)

NOT: References available upon request

A) if space permits, list names + contact information of 2 or 3 key references (side-by-side) right here; Seniors: most districts will expect YOU to send, eventually, YOUR OWN copies of such documents, INSTEAD OF creating a hard copy file in the Career Center as in olden days!

OR B) list your references (5 max.) + their contact information "alone" on an attached page OR

at the bottom of your 2nd resume page.