

**Jo Secondary**  
12345 West Eastern Avenue  
Somewhere, IL 61999  
Cell # and E-mail

*if a 'Local' address applies,  
place at left margin and put  
'Permanent' or 'Home' at right margin*

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- Objective** A position teaching secondary science. By May (or June?), expect Type 09 Illinois certificate in Science; endorsements in chemistry, general science.  
*(inquiring administrators will want to know) →* **Certified to teach chemistry, biology, physics and earth science.**  
**Highly qualified to teach chemistry and general science.**
- Education** **B.S., Science Education**, May 20xx (cum laude honors and 3.56 GPA)  
Illinois State University, Normal, IL *(degree may be on 1<sup>st</sup> or 2<sup>nd</sup> line)*  
• Recipient of teaching scholarship, 20xx-xx  
**A.A.S., General Studies**, December 20xx  
Trumbull Co. Community College, Uptown, IL
- Student Teaching** **University High School**, Normal, IL, Spring 20xx  
Secondary Chemistry: 2 sections of chemistry; 1 section physical science;  
• Ten weeks of full-time instruction *(any instructional "technologies" worth a mention?)*; utilized a variety of assessments and monitored lab projects  
• Helped coach track team (primarily sprinters, relays) *-- use **bullet points** to highlight key details;*
- Field Experience** **Ridgeview High School**, Colfax, IL, Fall 20xx *(may be smaller size to save space)*  
• Observed and assisted in a general science class for freshmen/sophomores  
• Taught integrated unit with English Dept. on rain forests and deforestation  
Additional observation(*xx hours*), El Paso Jr. High School, El Paso, IL, Spring 20xx  
-- also tutored two students in basic algebra
- Work Experience** **Peterman Construction Co.**, LaSalle, IL, Summers 20xx-xx  
• Laborer and drywall journeyman in new housing development  
**ISU Computer Lab Tech**, Summer 20xx  
**Illinois State University Dining Services**, Normal, IL, 8/xx-5/xx  
• Kitchen helper and occasional prep cook in Watterson Towers complex
- Activities** *(this likely is a stronger section than "Work", so they could be switched!)* Habitat for Humanity (worked two spring breaks on home-building projects)  
National Science Foundation and National Geographic Society --  
-- student member (since 20xx) *(add SEA, KDE, or related ISU Ed. orgs)*  
Co-chair, ISU Campus Recycling Project, 20xx-xx  
Little League Umpire, Somewhere Park district, Summers 20XX-20XX  
-- worked women's fast pitch games on "standby" basis
- References** **LIST names, titles, schools, phone #s (plus e-mail?) of 2 or 3 key references here**  
or on a 2<sup>nd</sup> sheet of paper.

If a school mandates that you send an "official" credential file, we can assist in creating one for you, however most districts will accept **your** copies of reference letters, progress report, etc., via electronic scan, or paper copies sent by mail or hand delivered. Please note that **self-managed credential files** are likely to be standard practice in the future.