

Ramona Applicant

999 Main Street • Clifton Park, CA 10036 • (123) 456-7890 • ramona.applicant@email.com

HIGH SCHOOL ENGLISH TEACHER

Developing reading, writing, and critical thinking skills in high school students

Enthusiastic English teacher with a decade of experience helping students appreciate literature while refining their own research and writing skills.

Key skills include:

- Patience
 - Team building & leadership
 - Conflict resolution
 - Student advocacy
-

PROFESSIONAL EXPERIENCE

CLIFTON PARK HIGH SCHOOL, *Clifton Park, Calif.*

HIGH SCHOOL TEACHER (August 2010—Present)

Teach Freshmen Composition and Modern American Literature, which consists primarily of juniors and seniors.

Notable accomplishments:

- Revived the school's annual anthology of student poetry and serve as adviser for the publication.
- Honored as the school district's English Teacher of the Year in both 2015 and 2017.

RS DENHAM MIDDLE SCHOOL, *Albany, Calif.*

MIDDLE SCHOOL TEACHER (August 2008—June 2010)

Taught seventh- and eighth-grade English and assisted with the school yearbook.

Notable accomplishment:

- Served on a committee that revised the district's middle school English curriculum and updated novels and other materials on the reading list.

JASMINE STREET SCHOOL, *Saratoga Springs, Calif.*

STUDENT TEACHER (January 2008—April 2008)

Designed lesson plans and taught sixth-grade English students.

Notable accomplishment:

- Created and implemented interdisciplinary literature study based on an international theme.
-

EDUCATION & CREDENTIALS

MICHELIN COLLEGE, Saratoga Springs, Calif.
Bachelor of Science in English and Secondary Education, 2008

Marcus Applicant

12345 Ridgewood Road • Memphis, TN 38116 • (123) 456-7890 • marcus.applicant@email.com

PRESCHOOL TEACHER

Developing fundamental life skills and a love for learning in pre-kindergarten children

Preschool lead teacher with ten years of daycare and preschool teaching experience. Strong organizational skills, thorough educational background, and ability to work well and communicate effectively with children, parents, colleagues, and supervisors.

Key skills include:

- Patience
 - Conflict resolution
 - Highly organized
 - Team building & leadership
 - Student advocacy
 - Detail-oriented
-

PROFESSIONAL EXPERIENCE

LA PETITE ACEDEMY, *Memphis, Tenn.*

LEAD TEACHER (September 2012—Present)

Responsible for managing a class of 16 students, ages 3-4, and planning activities that stimulate growth in language, social, and motor skills. Communicate with parents on a regular basis, via annual assessments, quarterly meetings, and monthly phone conversations.

ABC DAYCARE, *Memphis, Tenn.*

OWNER/DIRECTOR (August 2008—September 2012)

Oversaw daily operations, managing a staff of 12 employees. Responsibilities included administrative, billing, personnel issues, policies and procedures, payroll, and quarterly tax preparation and submission. Implemented curriculum plans for three class levels and maintained records and reports on each child.

EDUCATION & CREDENTIALS

UNIVERSITY OF MEMPHIS, Memphis, Tenn.

Master of Arts in Elementary Education, Expected May 2019

SOUTHWEST TENNESSEE COLLEGE, Memphis, Tenn.

Bachelor of Arts in English, 2008

Associate of Science, 2006

Notable accomplishment:

- Maintained 4.0 GPA while working full-time and carrying a full course load.

Certifications

Nursing Assistant