***Your Name Here***

6890 Roswell Road, Apt. H-3 P: 404-555-1187

Atlanta, GA 30328 M: 404-555-2268

***Objective:*** An elementary school teaching position

***Education***

***GEORGIA STATE UNIVERSITY*** ***Atlanta, GA***

Master of Science 2000

Curriculum and Instruction. One-third complete.

***UNIVERSITY OF GEORGIA*** ***Athens, GA***

Bachelor of Science 1996

Major in Elementary Education. Grade Point Average: 3.85.

***Capabilities***

 Teaching: Able to give instructions and lessons enabling others to learn something using explanation, demonstration and supervised practice.

 Working with others: Enjoy working with other people. A good team builder, bringing energy and enthusiasm into group efforts. Enjoy encouraging others and developing rapport.

 Developing ideas: Adept at creating order out of chaos. Able to take a thought from the idea stage through to completion.

 Scheduling: Able to prepare coordinated, timed lesson plans, which entails making arrangements for events and processes as well as making sure goals and promises are delivered on time.

 Researching: Have undertaken careful, systematic study and investigation in the field of education.

***Achievements***

 Prepared lesson plans, demonstrations, examinations and activities for a class of fourth- and fifth-grade students.

 Nominated for Georgia Teacher of the Year.

 Prepared and presented in-services on subject of whole language.

 Restored order to a classroom of fifth-grade students who had a series of substitute teachers.

 Selected as Science and Health Coordinator.

 Portrayed life in 1726 in a living history center, creating authentic patterns and garments, perfecting recipes and cooking over an open fire.

 Coordinated trips, planned games and weekly units for ages six weeks to 12 years in a day care center.

***Experience***

***North Springs Elementary School*** ***Atlanta, GA***

Elementary School Teacher & Science and Health Coordinator 1996 to Present

***Old Fort Niagara*** ***Athens Georgia***

Living Historian 1995 to 1996

***University of Georgia*** ***Athens, GA***

Administrative Library Assistant 1992 to 1996

***Wee Care Day Care Center*** ***Buffalo, NY***

Teacher 1990 to 1992

***References:*** Available upon request