

[Sample: *Secondary Education- New Graduate*]

BERNADETTE SMITH

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SUMMARY of SKILLS

Seeking a position as a secondary English teacher utilizing the skills below while working with students:

- Strong classroom management derived through experience.
- Comprehensive knowledge of English literature.
- Ability to speak fluent English and French conversationally.
- Knowledge of Microsoft Word, PowerPoint, Skyward, and SmartBoard.

EDUCATION

Governors State University, University Park, IL, Expected May 2025

Bachelor of Arts, Education, Type 09 Teaching Certification

Emphasis in English, Dean's List 2011-2013

Moraine Valley Community College, Palos Hills, IL, May 2021

Associate in Liberal Arts

RELEVANT COURSEWORK

Modern American Poetry, Contemporary American Literature, Major English Authors, Modern English Grammar, Methods of Teaching English Shakespeare's Plays, World Mythology, Major American Authors, and Major Black Authors

TEACHING EXPERIENCE

Hometown High School, Hometown, IL, January-April 2020

Student Teacher

- Generated an effective unit plan for Shakespeare's Macbeth, helping students to comprehend the main concepts of the play and be less intimidated by unfamiliar vocabulary.
- Taught F. Scott Fitzgerald's *The Great Gatsby* through drawings, discussions, and acting in order to involve students in the novel and to understand the importance of the 1920s era.
- Acted as a liaison between administration, parents, and students to increase family participation.

Clinical Lab Experience, October-December 2019

- Incorporated discussion-based learning into the curriculum through group activities.
- Focused on Junior and Senior literature courses and the school newspaper to teach journalism methods to upper-division students.
- Edited student essays for accuracy and depth to increase student writing skills.
- Prepared lesson plans and projects to include all learners in the classroom setting, including students with special education needs.
- Collaborated with students and families each semester through phone calls and visits to increase self-esteem and improve student grades.

RELATED EXPERIENCE

ABC High School, Hometown, IL, August 2016-September 2018

Tutor

- Oriented freshmen students to high school level assignments to improve adjustment skills.
- Facilitated writing assignments to create clear summaries from current periodicals.
- Mentored students in the improvement of writing skills and abilities after school.
- Assisted students to increase understanding of sentence structure in the English language.