

[Sample: *Early Childhood Education – Extensive Experience*]

Valerie Smith

1234 Western Ave.
Park Forest, IL 60466

(708) 123-4567
ValSmith@aol.com
Fluent in English and Spanish

Objective

Early childhood education teacher seeking a position from preschool to third grade.

Education

Governors State University, University Park, IL, December 2011
Bachelor of Arts in Early Childhood Education

Joliet Junior College, Joliet, IL, May 2009
Associate in Liberal Arts

Teaching Experience

ABC School-Kindergarten and Preschool, Hometown, IL, September 2011-December 2011
Student Teacher

- Created lesson plans to provide for regular and special needs students in the same classroom.
- Modified lesson plans and materials to fit individual children's learning needs.
- Integrated math, science, and reading areas into a variety of lessons.
- Participated in preschool screenings increasing knowledge of tested areas and testing process.

ABC Community Preschool

Preschool Teacher, Hometown IL, August 2009-May 2010

- Designed lesson plans based on students' interests and curriculum.
- Encouraged group participation by acting out major historical events.
- Researched and planned field trips to reinforce topics such as nutrition and pet care.
- Prepared and conducted parent/teacher conferences using portfolios to show progression.

School District #00, Hometown, IL, August 2009-May 2010

Teacher's Assistant

- Completed tasks in bilingual classrooms by having students work together.
- Maintained classroom discipline keeping students focused on activities.
- Facilitated for a variety of grade levels from kindergarten through fifth grade.
- Followed lesson plans and accomplished daily work to meet state regulations.

Lutheran Preschool, Hometown, IL, August 2006-December 2009

Teacher

- Prepared thematic craft lessons for six week periods to improve coordination and motor skills.
- Gathered stories and activities for circle time from school and library materials.
- Selected and practiced songs with over 50 children for spring program.
- Conducted home visits to meet new students and families to strengthen relationships.

Related Volunteer Experience

Lutheran Church, Hometown, IL, 2010-2012

Second Grade Sunday School Teacher

- Presented weekly Bible stories using props or student participation as actors.
- Provided crafts to reinforce biblical stories for small groups of children ages 5-12.
- Developed Ten Commandments game to provide a fun way to learn the commandments.

Computer Skills

Proficient in PowerSchool, Smart board, Microsoft Word, Excel and PowerPoint.