

[Sample: *Format – Career Transition*]

James Smith

1234 W James Street, Town Park, IL 60555

555-123-4567 / jsmith@aol.com

EDUCATION

Governors State University, University Park, Illinois

Master of Science in Analytical Chemistry, May 2013

Bachelor of Science in Chemistry, May 2010

- Initial Illinois Teaching Certificate in Secondary Education

Moraine Valley Community College, Palos Hills, Illinois

Associate of Science Degree, Emphasis in Science and Math, 2008

TEACHING EXPERIENCE

Town Park High School, Town Park, IL, August 2012-Present

Substitute Teacher (Full-Time)

- Follow daily plan and submit attendance and grades on behalf of permanent teachers in Skyward software
- Promoted to full-time position due to adherence to lesson plans and strong classroom management skills

ABC High School, ABC, IL, September 2012-April 2012

Student Teacher

- Taught 160 10th & 11th grade students Honors Chemistry
- Prepared lesson plans and examinations for three units; including Chemical Reactions & Equations, Stoichiometry, and Atomic Theory
- Prepared and conducted eight laboratory experiments with differentiated strategies
- Utilized on-line grading and attendance system to report student progress

WORK EXPERIENCE

Diesel-Engine Company, Chicago, IL, March 1997-October 2008

Manager, EMD Product Support

- Managed a 17-state Midwest territory for Electro-Motive Marine diesel engineer applications including eight employees and two marine dealers
- Increased annual sales from \$3 million to \$22 million in nine years
- Established two marine dealers to sell and service the product
- Prepared lesson plans and conducted training seminars for the installation and maintenance of the Electro-Motive marine diesel engine

Central Engine and Equipment, Inc, Posen, IL, March 1986-March 1997

Vice-President, Operations

- Managed a diesel dealership located in Gary, Indiana, including 28 employees
- Increased annual sales from \$1.3 million to \$7 million
- Developed and established computerized business management system to operate and monitor all facets of the business
- Prepared lesson plans and conducted training sessions for the installation and maintenance of diesel engine monitoring systems