

[Sample: *Secondary Education- New Graduate*]

BERNADETTE SMITH

1234 Western Ave.
Park Forest, IL 60466

BSmith@aol.com
(708) 123-4567

OBJECTIVE

Seeking a position as a Secondary Education English Teacher with an availability to coach softball

EDUCATION

Governors State University, University Park, IL, May 2013
Bachelor of Arts, Education, Type 09 Teaching Certification
Emphasis in English, Dean's List 2011-2013

Moraine Valley Community College, Palos Hills, IL, May 2011
Associate in Liberal Arts

RELEVANT COURSEWORK

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

TEACHING EXPERIENCE

Hometown High School, Hometown, IL, January-April 2013
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 1920's era.
- Acted as a liaison between administration, parents, and students to increase family participation.

Clinical Lab Experience, October-December 2012

- Incorporated discussion-based learning into 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 2010-September 2012
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.

ADDITIONAL SKILLS

- Knowledge of Microsoft Word, Power Point, Skyward, Smart Board.
- Ability to speak fluent English and French conversationally.