

# JANE L. DOE

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## Campus Address

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## Permanent Address

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**Objective:** To obtain a position as a teacher intern in an elementary classroom in Southeast Michigan (or Flint). **(1)**

**Education:** **Michigan State University** East Lansing, Michigan  
Bachelor of Arts May, 2005 *(or whatever date you expect to graduate)*  
Major: Elementary Education or Special Education  
Teaching Major: Language Arts (or Social Studies, etc.) OR  
Teaching Minors: Mathematics, History *(list your own minors here)*

Or **(2)**

**Michigan State University** East Lansing, Michigan  
Bachelor of Science May, 2005 *(or whatever date you expect to graduate)*  
Major: Child Development  
Teaching Major: Language Arts (or whatever it is) OR  
Teaching Minors: Spanish, Mathematics *(list your own minors here)*

## **Pre-Internship**

**Field Experience:** **Fairview Elementary School** Lansing, Michigan **(3)**  
September, 2004 - April, 2005 Grade Level: 5th  
☐ planned and taught hands-on lessons in science for small group of students  
☐ made learning games for a literacy learning center

**Dimondale Elementary School** Holt, Michigan  
September, 2003 – December, 2003 Grade Level: 2<sup>nd</sup> **(4)**  
☐ observed classroom activities and management techniques  
☐ worked with small groups of students in the areas of literacy and math

## **Teaching-Related**

**Experience:** **Substitute Teacher (5)**  
Hazel Park School District, Hazel Park, Michigan  
May, 2002 - June, 2002  
☐ implemented classroom teacher's instructional plans  
☐ responsible for classroom management

**Teacher's Aide**

Swings and Slides Children's Center, Auburn Hills, Michigan  
May, 2001 - August, 2001

- ☐ responsible for outdoor recreation activities
- ☐ planned and supervised daily art activities

**Youth Counselor**

Beaver Lodge Summer Camp, Naubinway, Michigan  
May, 2000 - August, 2000

- ☐ taught swimming and water safety to children ages 8-11
- ☐ supervised small group of campers in cabin at night

**Other Work  
Experience:**

The Gap, Livonia, Michigan, sales associate, May, 1999 – August, 1999 **(6)**

Bucket of Food Restaurant, Flint, Michigan, server, September, 1998 - May, 1999

**Professional  
Development:**

Peer Mediation and Conflict Resolution Seminar, East Lansing, MI, October, 2001 **(7)**

Hands-on Science for Elementary Grade Students, East Lansing, MI, January, 2000

Certified in First Aid and CPR for children and adults

Member, International Reading Association

**Technology:**

Proficient in: **(8)**

- ☐ Photoshop
- ☐ Power Point
- ☐ Personal webpage – <http://www.MSU4SPARTY.com>
- ☐ Excel

**Honors and  
Achievements:**

Phi Kappa Phi International Honor Society, June, 2002 **(9)**

Dean's List, Michigan State University, May, 2001

President, MSU Family and Child Ecology Club, 2001

Member, MSU Marching Band, August, 2000 - present

Sally J. Smith Memorial Scholarship, June, 1999

**Interests:**

Hiking and camping, golf, reading, travel **(10)**

## NOTES

(1) Use this sentence exactly as it is except use either Flint or Southeast Michigan, depending on where you plan to intern.

(2) Use only one of these formats, depending on whether you are an elementary education, child development or special education major.

(3) List your university, course-related, undergraduate teaching experience here in chronological order, starting with the most recent placement **[402, 401, 301, 424 (CD majors)]**. The number of experiences listed will vary across seniors. List both senior placements if you changed placements for spring semester. If you had two TE401/402 placements you will have two entries---one for September, 2004 – December, 2004 and one for January, 2005 – April, 2005. Put the January placement first. Under each heading add at least three bullets that describe what you learned or accomplished in this placement. Describe any special projects or units you planned and/or implemented. Start each bullet with a verb (past tense). Try to use a different verb in each bullet in your resume. Use the TE Program Standards as a place to start thinking about what experiences you want to highlight here. If you are starting a new field placement in January you will want to put those bullets in the future tense:

□ will plan and teach a math lesson on multiplication

(4) Or January, 2004 – April, 2004 or May, 2004 - June, 2004 or whenever you took TE301.

(5) List all of your other experiences working with children or with college students in chronological order, with the most recent listed first. Include both paid positions and volunteer work. These can include: FCE 321/320, substitute teaching, camp counselor, tutor, religious education, residential advisor, working as a nanny and anything else that shows you have experience working with children or with adults who are students. Do not use any personal names, addresses or phone numbers in these experiences. Provide bullets as above.

**(6)** List any paying jobs you have had that did not involve working with children/adult students. List the name of the employer, the location of the employer, your job title, the dates you were employed.

**(7)** List all of the seminars and conferences you have attended, as well as any special training beyond what you received as part of your courses. You can also put professional memberships here. If you do not have items to put in this section of your resume, the College of Education frequently offers lectures and seminars that are open to any interested individuals and do not involve a registration fee. They are valuable for you as a pre-service teacher and can be included in your resume. Keep a list of the events you attend throughout this year. It will be helpful when you do your resume again as an intern.

**(8)** List, using bullets, some of the technology related skills you have and some of the software programs you can use. If you have a personal webpage, list the URL.

**(9)** List scholarships, awards, leadership positions, etc., chronologically with the most recent first. Try to focus more on college-era achievements than those in high school, but add the latter if they are significant. If you don't have anything to put here, just omit the section.

**(10)** List hobbies and other interests in a simple series set off by commas.

**No References please.**