

# Your Name

600 Park St.  
Hays, KS 67601

(785) 628-4000  
name@mail.fhsu.edu

## EDUCATION

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**Bachelor of Science in Elementary Education**, May 20xx

Fort Hays State University, Hays, KS  
GPA: 3.62 on a 4.0 scale

**Associate of Applied Science in Child Care**, May 20xx

Dodge City Community College, Dodge City, KS

## PROFESSIONAL EXPERIENCE

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**Substitute Teacher - K-12**, January 20xx-Present

Unified School District 349, Stafford, KS

- Teach lesson plans assigned by permanent teacher for grades K-12
- Maintain classroom management techniques & monitor student activities

**Student Teaching**, Fall 20xx

Stafford Elementary, 1<sup>st</sup> Grade, Stafford, KS

- Utilized formative & summative assessments to measure student progress
- Transitioned to full teaching responsibilities including lesson planning, and implementation of those plans for all content areas; reading, language arts, writing, math, and science
- Attended and assisted with Parent/Teacher Conferences, as well as planned the spring field trip

## INTERNSHIP EXPERIENCE

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**Math/Science Internship**, Spring 20xx

Hudson Middle School, Hudson KS

- Observed cooperating teachers in the 5<sup>th</sup> and 6<sup>th</sup> grade classroom, provided small group instruction to diverse group of students

**Social Studies Internship**, Fall 20xx

Hudson Middle School, Hudson, KS

- Observed cooperating teacher and worked with 5<sup>th</sup> & 6<sup>th</sup> grade students in the social studies curriculum

**Literacy Internship**, Spring 20xx

St. John Elementary, St. John, KS

- Observed cooperating teacher and assisted with various 3rd grade student activities including administration of spelling tests and supervising reading groups

## QUALIFICATIONS

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- Proficient in the use of Microsoft Office, Seesaw, Adobe Photoshop, and Mac
- Excellent communication, teamwork, time management, and problem solving skills
- Bilingual in Spanish

## HONORS/ACTIVITIES

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- Member of Phi Kappa Phi Educational Honor Society
- Member of Fort Hays State Honor Society
- Fort Hays State University Dean's Honor Roll
- Praxis Award of Excellence PLT Exam

# Your Name

123 Main St. • Hays, KS 67601 • (785) 625-6789 • name@mail.fhsu.edu

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## EDUCATION

**Bachelor of Science in Early Childhood Unified**, May 20xx

Fort Hays State University, Hays, KS

GPA: 3.51 on a 4.0 scale

## TEACHING EXPERIENCE

**Student Teacher**, Spring 20xx

Trego Grade School, Kindergarten, WaKeeney, KS

- Implemented lessons in all content areas that align with Common Core Standards
- Created bilingual lesson plan in a fun manner which enhanced development of number and letter recognition
- Demonstrated use of technology during instruction to enhance curriculum and increase student engagement
- Attend and assisted with parent teacher conferences

**Internship III**, Fall 20xx

Roosevelt Elementary School, Kindergarten, Hays, KS

- Created and implemented various small group activities

**Internship I**, Spring 20xx

Hays Area Children's Center, Hays, KS

- Observed home visits, meetings, and staff conferences

**Internship II**, Fall 20xx

Early Childhood Connections, Hays, KS

- Created and implemented group lessons, monitored students during playtime and helped foster a positive learning environment

## OTHER EXPERIENCE

**Assistant Volleyball Coach**, September 20xx - Present

Hays Middle School, Hays, KS

- Plan and implement practices, lead warm-up & conditioning drills
- Instruct players in proper volleyball technique

**Lifeguard**, Summers 20xx - 20xx

City of Victoria, Victoria, KS

- Supervised swimmers during both regular pool hours and during pool parties
- Oversaw other lifeguards during management absences

**After School Care Assistant**, August 20xx - May 20xx

Victoria Elementary School, Victoria, KS

- Assisted children in grades K-5 with homework and planned enrichment activities
- Communicated with parents & children to resolve behavioral issues

## QUALIFICATIONS

- Proficient in Library Pro
- Experienced with SMART Board whiteboard system
- Bilingual in Spanish

## COMMUNITY SERVICE/ VOLUNTEER EXPERIENCE

- Big Brothers Big Sisters
- Vacation Bible School Teacher

# Victor Tiger

600 Park St.  
Hays, KS 67601

620-555-3333  
vtiger@mail.fhsu.edu

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## EDUCATION

**Bachelor of Science in Elementary Education**, May 20xx  
Fort Hays State University, Hays, KS  
GPA: 3.62 on 4.0 scale

**Associate of Applied Science in Child Care**, May 20xx  
Dodge City Community College, Dodge City, KS

## RELATED EXPERIENCE

### **Student Teaching**, Spring 20xx

Stafford Elementary, 1<sup>st</sup> Grade, Stafford, KS

- Observed cooperating teacher in daily lessons and activities
- Transitioned to full teaching responsibilities including lesson planning, and implementation of those plans for all content areas; reading, language arts, writing, math, and science
- Ensured timely transition to physical education, music, and library classes within the school, as well as accompanying students to lunch and recess
- Attended and assisted with Parent/Teacher Conferences, as well as planned the spring field trip
- Maintained a positive classroom environment, as well as classroom disciplinary issues

### **Correction of Reading Disabilities Tutor**, Fall 20xx

Southwest Elementary School, Pratt, KS

- Provided tutoring services to 2<sup>nd</sup> and 3<sup>rd</sup> grade students with identified reading disabilities
- Administered Diagnostic Assessments, and developed a tutoring program based on the results of those assessments, as well as determining learning gains

### **Literacy Internship**, Spring 20xx

St. John Elementary, St. John, KS

- Observed cooperating teacher, assisted with various 3<sup>rd</sup> grade student activities including administration of spelling tests, and supervision of reading groups

### **Social Studies Methods Internship**, Fall 20xx

Hudson Middle School, Hudson, KS

- Observed cooperating teacher, and worked with 5<sup>th</sup> & 6<sup>th</sup> grade students in the social studies curriculum

### **Math/Science Methods Internship**, Fall 20xx

Hudson Middle School, Hudson KS

- Assisted and observed cooperating teachers in the 5<sup>th</sup> and 6<sup>th</sup> grade classrooms with various student activities including development of mini math workshop stations

**OTHER EXPERIENCE****Director of Finance**, February 20xx-December 20xx

Pathways, ResCare Kansas, Inc., Macksville, KS

- Performed fiscal management, revenue and expense forecasting, budget development, and Medicaid billing
- Coordinated staff meetings and ensured staff received required training and ResCare procedures

**City Clerk**, June 20xx-February 20xx

City of Stafford, Stafford, KS

- Supervised utility billing and collections, development and implementation of budget, accounts payable and receivable

**SPECIAL SKILLS**

- Proficient with both PC and Macintosh computer systems, as well as all Microsoft Office applications
- Experience utilizing programs including Kidspiration, Adobe Photoshop, and eZedia
- Excellent communication, teamwork, time management, and problem solving skills

**HONORS AND ASSOCIATIONS**

- Member of Kappa Delta Pi Educational Honor Society
- Outstanding Future Teacher – Dodge City Community College
- Member of KNEASP
- Fort Hays State University Dean's Honor Roll
- Kansas State Scholar
- Who's Who in American Junior Colleges
- National Dean's List
- Praxis Award of Excellence PLT Exam

**COMMUNITY SERVICE**

- Christian Education Instructor (K – 2)
- Kansas Guardianship Program Volunteer
- Member of Stafford County Extension Council Executive Board
- Member of Martha Rebekah Lodge Number 425
- Member of St. John High School Booster Club
- Active Volunteer for St. John School functions