

# SAMPLE SECONDARY EDUCATION RÉSUMÉ (1)

## Pierre Greyhound

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### EDUCATION

**Assumption College, Worcester, MA**  
Bachelor of Arts, Majors: Secondary Education, History  
Dean's List

May 2021  
GPA: 3.6/4.0  
Fall 2017-Present

**Study Abroad:** Assumption College, Rome, Italy

Spring 2018

### LICENSURE

- History 9-12, Initial (Pending)
- Massachusetts Tests for Educator Licensure (MTEL) passed: Communication and Literacy, History Subject Matter
- SEI Endorsed

*Include SEI Information*

*Write your specific exam names this way or bullet each one; dates are optional*

### PRACTICUM & PRE-PRACTICUM EXPERIENCE

**North High School, Worcester, MA**

Grade 11 Practicum Student Teacher

- Design and implement a unit plan on the Revolutionary War to 90 junior year students in 3 U.S. History classes
- Participate in monthly department meetings to collaborate with other teachers to create common writing assessments
- Attend and contribute to IEP and 504 meetings, communicating concerns and progress of individual students
- Organize and chaperoned a field trip to the State House in Boston for 150 11<sup>th</sup> grade students

*Use key words from the field to describe your experiences*

January 2021-Present

**Doherty Memorial High School, Worcester, MA**

Grade 9 Pre-practicum Student Teacher

- Observed more than 25 hours of teaching in a social studies classroom
- Created and implemented 3 lesson plans on the Civil War to a classroom of 25 students
- Partnered with the practicing teacher to effectively create a culminating writing assignment for the Civil War unit

September 2020-December 2020

*Use numbers and specific curriculum topics*

### WORK EXPERIENCE

**Private Family, Worcester, MA**

Child Care Provider

- Care for 3 children, ages 2-8, three days a week during the school year and full time during the summer
- Drive children to and from afternoon activities, assist with homework, and prepare snacks
- Entertain children with activities such as games, arts and crafts, and imaginative play

*Include your detailed work experiences even if they are unrelated teaching*

September 2017-Present

### ACTIVITIES

**Assumption College Reach Out Center**

- Our Lady of the Angels, After School tutor
- Habitat for Humanity, Volunteer

*Administrators want to see volunteer work and/or athletic involvement on your resume*

September 2018-Present

**Assumption College Lacrosse (NCAA Division II)**

- Devote 20 hours per week to practice, games, and travel while balancing a 15 credit course load and a part time job
- Participate in community service projects and team fundraising

August 2017-Present

**Campus Activities Board (CAB)**

August 2017-Fall 2018

### SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook, and Instagram
- First aid and CPR certified

# SAMPLE SECONDARY EDUCATION RÉSUMÉ (2)

Pierre Greyhound

508-123-4567

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## Home Address

15 Hound Way  
Boston, MA 02115

## Campus Address

500 Salisbury St, Box 111  
Worcester, MA 01609

## EDUCATION

**Assumption College, Worcester, MA**  
Bachelor of Arts, Majors: Secondary Education, History  
Dean's List



You can write your specific exam names this way or bullet each one; dates are optional

May 2020  
GPA: 3.6/4.0  
Fall 2015-Present

## LICENSURE

- History 5-12, Initial (Pending)
- Massachusetts Tests for Educator Licensure (MTEL) passed: Communication and Literacy, History Subject Matter
- SEI Endorsed

Include SEI information

## PRACTICUM & PRE-PRACTICUM EXPERIENCE

**North High School, Worcester, MA**  
Grade 11 Practicum Student Teacher



Use key words from the field when describing your experiences

January 2020-Present

- Design and implement a unit plan on the Revolutionary War to 90 junior year students in 3 U.S. History classes
- Participate in monthly department meetings to collaborate with other teachers to create common writing assessments
- Attend and contribute to IEP and 504 meetings, communicating concerns and progress of individual students
- Organize and participate in Student Council activities, such as a pep rally, and chaperoned a field trip to the State House in Boston for 150 11<sup>th</sup> grade students

Use numbers and specific curriculum topics to describe your experience



**Doherty Memorial High School, Worcester, MA**

September 2019-December 2019

- Observed 25 hours of teaching and presented 3 lessons on the Civil War to a classroom of 25 9<sup>th</sup> grade students

**Oak Middle School, Shrewsbury, MA**

January 2019-May 2019

- Observed 25 hours of social studies instruction and worked with the team English teacher to create and present 3 lessons for an interdisciplinary writing unit on the Industrial Revolution for 21 7<sup>th</sup> grade students

## WORK EXPERIENCE

**Private Family, Worcester, MA**  
Child Care Provider



Describe your detailed work experiences even if they are unrelated to teaching

Include a separate middle school pre-practicum if you did one



September 2016-Present

- Care for three children, ages 2-8, three days a week during the school year and full-time during the summer
- Drive children to and from afternoon activities, assist with homework, and prepare snacks
- Entertain children with activities such as games, arts and crafts, and imaginative play

## ACTIVITIES

**Assumption College Reach Out Center**

September 2016-Present

- Big Brother/Big Sister of Central Massachusetts, Volunteer
- Habitat for Humanity, Volunteer

**Campus Activities Board (CAB)**

General Member



Administrators want to see volunteer work and/or athletic involvement on your resume

September 2016-Present

## SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified