



GSE SAMPLE RESUMES

FOR STUDENTS INTERESTED
IN PREK-12 TEACHING,
HIGHER ED, AND
COUNSELING

Steve Student

Current Address: 384 Vale Drive, Hopewell, NJ 08526 • Cell: 609-324-8992 • E-mail:stevestudent@gmail.com

EDUCATION

University of Pennsylvania,

Master of Science in Education, Elementary Education Program,

- Pennsylvania Instructional Certificate: Elementary Education

Philadelphia, PA
expected May 20XX

Fordham University,

Bachelor of Arts in French and English,

- Honors: English Alumni Literature Prize; Jameson Baxter Award; Loyola Scholarship; Dean's Scholarship; Scholarship to study in Paris through Sarah Lawrence College
- Leadership: Rose Hill Society Ambassador; Fordham University New Student Orientation Leader

Bronx, NY
May 20XX

Sarah Lawrence College,

Junior Year Study Abroad,

- Coursework in translation, art history, European politics & literature

Paris, France
Aug. 20XX-May 20XX

TEACHING EXPERIENCE

Penn Alexander School, Philadelphia, PA

Student Teacher, Third Grade

- Planned and implemented two-week unit on environmental awareness and respect for the global community, which integrated all parts of the curriculum and addressed state standards
- Prepared and taught math, literacy, social studies, and science lessons
- Led morning circle, shared reading and supervised transitions
- Organized and led literature circles, one based on reading Sarah, Plain and Tall
- Helped manage discipline in classroom with 24 students

Spring 20XX

Independence Charter School, Philadelphia, PA

Student Teacher, Sixth Grade

- Planned and implemented lessons on density and algebraic equations, as well as a friendship lesson based on Katherine Paterson's Bridge to Terabithia
- Supervised literature circles and math centers
- Led small group lessons for students who needed extra help with math and grammar topics
- Helped maintain discipline in classroom with 26 students

Fall 20XX

ADDITIONAL EXPERIENCE

Penguin Group (USA) Inc., New York, NY

Marketing and Publicity Assistant

- Phoned media contacts and authors to schedule/coordinate publicity appearances
- Read manuscripts; wrote press releases and pitch letters
- Prepared and circulated weekly publicity newsletter for Gotham Books
- Created weekly Marketing Meeting packets and prepared Planning Meeting packets
- Scheduled & supervised recording studio visits for editors to record blurbs for their new titles

June 20XX-June 20XX

SKILLS & INTERESTS

- Proficient in French; Painting and Drawing; Ceramics; Photography

Anna Student

1234 Pelham Street, Philadelphia, PA 19104

astudent@gse.upenn.edu | (215) 895-8297

EDUCATION

University of Pennsylvania

Master of Science in Education

Pennsylvania Instructional I Certificate: Elementary Education (K-6)

Philadelphia, PA

Expected: May 20XX

University of Virginia

Bachelor of Science in Nursing, with Distinction (cum laude)

Charlottesville, VA

May 20XX

TEACHING AND RELATED EXPERIENCE

Bayard Taylor Elementary School

Student Teacher (2nd Grade, Bilingual)

Philadelphia, PA *September*

20XX-April 20XX

- Conducted small group and whole group lessons on literacy, math, and science in class of 20 English Language Learners
- Utilized learning tools for teaching math principles
- Developed science units on clouds, shadows, and animals
- Created integrated curriculum on animals
- Implemented classroom management strategies; maintained and taught discipline
- Taught lessons in Spanish and English, as appropriate

Fairfax County Public Schools

Volunteer Recreation Leader (Grades 1-6)

Fairfax, VA *June-*

August 20XX

- Co-supervised 60 students in summer program, grades 1-6
- Planned daily schedule of athletic, artistic, and recreational activities
- Handled disciplinary issues
- Fostered positive group dynamic among students

ADDITIONAL PROFESSIONAL EXPERIENCE

INOVA Fair Oaks Hospital

Registered Nurse II

Fairfax, VA

September 20XX-June 20XX

- Monitored patients post-operatively and completed health assessments
- Collaborated with health care team regarding treatment plans
- Educated patients about post-op care and medications
- Precepted student nurses and new nurses.

INOVA Fairfax Hospital: Pediatrics Medical-Surgical

Registered Nurse I

Falls Church, VA *Sept*

20XX-August 20XX

- Monitored patients during bedside and diagnostic procedures
- Collaborated with members of health care team in developing treatment plans
- Explained diagnoses and medication regimens to patients

ACTIVITIES

- English Tutor (private),
- National Science Teachers Association Member,
- Youth Group Leader, St. Mary's Church, Wilmington, DE,

December 20XX-present

September 20XX-present

August 20XX-present

Kimberly Student

710 S. Main Street, Philadelphia, PA 19147 • (215) 925-4784 • kimberlystudent@gmail.com

EDUCATION

University of Pennsylvania, Philadelphia, PA

M.S.Ed., Secondary Education: Science, expected May 20XX

Lehigh University, Bethlehem, PA

B.S., Biochemistry, June 20XX

Courses Include: Genetics, Molecular Genetics, Cell Biology, Physical Chemistry, Organic Chemistry, Biochemistry, Virology

TEACHING AND RELATED EXPERIENCE

Student Teacher, George Washington High School, *Philadelphia, PA*,

September 20XX – April 20XX

- Designed and taught units on atomic structure, atomic bonding, moles, gases, and other topics, for Rapid-level Chemistry and AP Chemistry courses.
- Managed classroom and maintained discipline among classes of over 30 students.
- Tutored individual students during lunch and after school and chaperoned class trips.

NY Cares Team Leader, Madison Square Boys and Girls Club, *New York, NY*,

October 20XX - June 20XX

- Supervised 15 volunteers who mentored/tutored children on a weekly basis.

RESEARCH EXPERIENCE

Research Associate, Merck & Co., Inc., *Rahway, NJ*,

July 20XX – July 20XX

- Analyzed serine and cysteine proteases, with and without the presence of inhibitors, to determine kinetic values.
- Expressed proteins in insect cell lines, when provided with a construct.
- Purified cysteine and serine proteases from subunits, cells, and cell media utilizing such skills as affinity chromatography, ion exchange chromatography, and FPLC.
- Isolated over-expressed receptor membranes through homogenization and high-speed centrifugation.
- Assisted in development of binding assays for the identification/characterization of membrane-bound receptors.
- Ran screening and counter-screening assays for several key projects, to guide chemistry efforts and identify lead compounds.

Howard Hughes Summer Intern, Lehigh University, *Bethlehem, PA*,

June - August 20XX

- Composed a grant proposal for my senior thesis, resulting in \$1000 award to conduct atherosclerosis research.
- Using a cell scrape assay, observed migration vs. proliferation of aortic smooth muscle cells under variable conditions.

Summer Intern, MCP Hahnemann University, *Philadelphia, PA*,

June - August 20XX

- Created gene disrupts for yeast DNA.

Virology Lab, Lehigh University, *Bethlehem, PA*,

Fall 20XX

- Constructed a grant proposal for research concerning a cure for the Human Papillomavirus.
- Researched the varicella zoster virus in order to create an educational web page.

LEADERSHIP EXPERIENCE

Captain, Division I Swimming and Diving Team, Lehigh University, *Bethlehem, PA*

August 20XX - June 20XX

- Directed 80 teammates.
- Participated in a leadership ropes course.
- Facilitated weekly discussion sessions on team-related issues.
- Served as mentor and tutor for first-year and second-year teammates.

TECHNICAL SKILLS

Microsoft Word, Microsoft Excel, Microsoft Powerpoint, HTML, C++, Web design.

Charles Teacher

School Address: 123 S 40th St., Philadelphia, PA 19104 ▪ (215) 222-2222

Permanent Address: 345 Education Drive, Atlanta, GA 30319 ▪ (404) 333-3333

Email: Cteacher@gmail.com

EDUCATION

University of Pennsylvania, Philadelphia, PA

- Master of Science in Education, Teaching English to Speakers of Other Languages, May 20XX

Auburn University, Atlanta, GA

- Bachelor of Arts in Chinese Language and Culture, June 20XX
- Summa Cum Laude, Dean's List, Selected for Honors Thesis

TEACHING EXPERIENCE

ESL Instructor, West Philadelphia High School, Philadelphia, PA,

September 20XX – May 20XX

- Translated lectures into Chinese to facilitate student learning and instructed students in English using content-based instruction
- Enabled new Chinese immigrants to function effectively in American culture by instructing them in survival English, and English listening and speaking skills, using skills-based syllabus
- Developed students' literacy skills by providing integrated learning activities

ESL Tutor, South Philadelphia High School, Philadelphia, PA,

Spring 20XX

- Taught daily conversation and grammar in Chinese bilingual program
- Facilitated immigrants' social and cultural adjustment by developing their knowledge of American culture

Chinese Tutor, Philadelphia, PA ,

Fall 20XX

- Taught beginner listening and speaking skills and reviewed school materials for middle school student.

Chinese and English Teacher, Jen Chinese/English School, Atlanta, GA,

20XX-20XX

- Prepared class and examination materials
- Developed innovative teaching method based on role play to enhance students' learning levels
- Served as class instructor to senior year students/ provided personal and academic advising

English Tutor, Atlanta, GA,

20XX-20XX

- Taught intermediate reading and writing to high school student
- Developed teaching materials and helped student prepare for examinations

ADDITIONAL EXPERIENCE

Counselor, Auburn Academy, Atlanta, GA,

August 20XX-May 20XX

- Advised and consulted with high school students on academic and life skills and issues
- Translated various English-version essays and publications into Chinese
- Welcomed members from all over the world through effective speaking of various languages

SPECIAL SKILLS

Languages: Proficient in Chinese, Taiwanese, and English. Conversant in Japanese

Computer: Microsoft Word, Excel, and Powerpoint

Yasuko Student

1234 Pine Street, Philadelphia, PA 19104 ☎ 215-234-4567 ✉ ystudent@alumni.upenn.edu

EDUCATION

University of Pennsylvania, Graduate School of Education, Philadelphia, PA

Master of Science in Education

May 20XX

- Teaching English to Speakers of Other Languages (TESOL) Program
- Selected by faculty as a TESOL Resource Leader in 20XX
- Cumulative GPA: 3.84/4.0

Kwansei Gakuin University, Nishinomiya, Japan

Bachelor of Arts in Education

May 20XX

- Teaching Certificate in English for middle and high school
- Cumulative GPA: 3.68/4.0

TEACHING EXPERIENCE

Broward Community College, Coconut Creek, FL

August 20XX – present

Adjunct Faculty

- Teach courses in Reading/ESL Department: Advanced Composition, Introduction to English for Academic Purposes, and Preparatory Reading.
- Teach College Preparatory Writing Skills in English Department.

Languages in Company (LAICO), Weston, FL

June 20XX – present

ESL Instructor

- Teach various levels of Spanish-speaking students in small groups.
- Created a customized program for a president of a consulting company.

Literacy Volunteers of America, Philadelphia, PA

September 20XX – May 20XX

ESL Tutor

- Received training as a literacy tutor; tutored an ESL student from Korea.

Southeast Asian Mutual Assistance Associations Coalition, Philadelphia, PA October 20XX – April 20XX

ESL Instructor

- Developed original materials to teach Basic English and literacy skills to elderly Liberian refugees.
- Led intermediate and advanced classes in daily conversation and grammar as a substitute teacher.

University City High School, Philadelphia, PA

October 20XX – December 20XX

Teaching Assistant

- Instructed ESL students in reading and writing.

Kwansei Gakuin Junior High School, Nishinomiya, Japan

July 20XX – June 20XX

English Teacher

- Prepared class and examination materials.
- Taught English Grammar to 7th, 8th and 9th graders.
- Coached students for English speech contests.
- Served as a homeroom teacher, providing personal and academic advising.

ADDITIONAL EXPERIENCE

Office of International Programs, Philadelphia, PA

September 20XX – May 20XX

Graduate Assistant

- Organized workshops, “Know Before You Go” sessions.
- Revised booklet, Diversity of Experiences: Voices of Penn Abroad.
- Assisted with research on “Studying Abroad, Africa” project.

Translator

January 20XX

- Translated an e-book (<http://richscience.net/>), “The Science of Getting Rich,” from English to Japanese.

EXTRACURRICULAR ACTIVITIES

Graduate School of Education, University of Pennsylvania

- Japanese Students Association: Vice President, September 20XX – April 20XX
- GSE International Students Orientation Committee: Workshop Leader, September 20XX

Counseling Association for Kansai Private Schools

- Chosen as a reporter and a speaker for teachers’ in-service training session, January 20XX

Kwansei Gakuin University Symphonic Band

- Selected as a trainer for freshmen, April 20XX – December 20XX
- Played french horn, April 20XX – December 20XX

PERSONAL

- Dual citizen of United States and Japan.
- Fluent in both spoken and written Japanese.

Patricia B. Counselor

435 W. University Street, Philadelphia, PA 19110
215-244-8324 □ patbcounselor@gse.upenn.edu

EDUCATION

University of Pennsylvania, Graduate School of Education, *Philadelphia, PA*

M.S.Ed. in School and Mental Health Counseling, expected May 20XX

- PreK-12 PA Certified School Counselor. Passed Praxis II Professional Counselor Exam
- Licensed Professional Counselor (LPC) and National Certified Counselor (NCC) eligible pending completion of the required 3,000 post-graduate supervised hours. Passed National Counselor Exam (NCE).

Bates College, *Lewiston, ME*

B.A. in Women's Studies, Cum Laude, May 20XX

Minors: Multicultural Studies and Psychology.

School for International Training, *Brattleboro, VT and Nairobi, Kenya*

Kenya Coastal Studies program, Fall 20XX

Coursework in Swahili culture, language, politics, religion, gender power relations, and extensive independent research.

WORK EXPERIENCE

Practicum: School Counselor, Henry C. Lea School, *Philadelphia, PA*

10/XX-Present

- Provide individual and group counseling services to students in kindergarten through eighth grade. Perform crisis interventions as needed.
- Design and facilitate classroom guidance activities around emotional and behavioral health topics such as self-esteem and conflict resolution.
- Coordinate Comprehensive Student Assistance Plans.
- Interface with school counselor, parents, teachers, and school administrators regarding interventions and supportive services to students.

Program Director, The Center Foundation, *Media, PA*

7/XX- 5/XX

- Directed WomenCare and Young Parents Support Network programs. Recruited, interviewed, and supervised program staff, volunteers, and clients. Over five years, increased participation in WomenCare and Young Parents Support Network tenfold.
- Provided relationship support, conflict management, and volunteer management. Wrote grant proposals. Developed relationships with partner organizations.
- Facilitated mentor training and support groups, organized annual conference and fundraising events, and managed press relations.
- Designed mentoring pilot program for high school students who were pregnant and parenting. Wrote proposal and received grant to fund the new initiative, which has evolved into a joint program with the Chester-Upland School District and Delaware County Intermediate Unit serving 35 students per year.
- Developed internship and work-study program with local high schools, colleges and universities.
- Completed various seminars on staff and volunteer management, evaluation, fundraising, public relations, and organizational development at LaSalle Non-Profit Development Center.

Program Coordinator, The Center Foundation, Media, PA

1/XX-7/XX

- Coordinated mentoring program including intake of participants, management of volunteers and mentor-partner relationships. Performed community outreach and planned special events.
- Successfully transitioned program from pilot to externally funded initiative with community presence.
- Formed three outside organizational partnerships.
- Promoted to Director within 2 years.

VOLUNTEER AND COMMUNITY SERVICE

Fair Housing Council of Suburban Philadelphia, Swarthmore, PA

- Treasurer, 1/XX- Present
- Member, Board of Directors, 1/XX- Present

Women Organized Against Rape, Philadelphia, PA

- Fundraising Activities, 20XX-20XX
- Rape Crisis Counselor, 20XX-20XX

Strath Haven High School, Wallingford, PA

- Head Coach, 9th Grade Girls' Lacrosse, 3/XX- 6/XX

Delaware County Intermediate Unit: Head Start, Morton, PA

- Member, Advisory Board, 6/XX- 5/XX

ADDITIONAL TRAINING AND SKILLS

- Spanish language proficiency
- Swahili language: intermediate/advanced ACTFL score
- Proficiency with Microsoft Office and HTML
- Rape crisis and sexual assault counseling training
- Domestic violence counseling training

Jane Student
janestudent@gmail.com

Current Address:
Address after 8/15/19:

316 S. 42nd Street, Philadelphia, PA 19104 | 215.626.6989
28 E. 53rd Street, Apt. 7B, New York, NY 10025 | 212.912.3612

EDUCATION

University of Pennsylvania, Graduate School of Education, Philadelphia, PA

M.S.Ed. in Higher Education Management, August 20XX

Course work includes: Budgeting and Resource Allocation, Institutional Research, Strategic Planning, Group Processes, Statistics, Governance and Administration, Faculty and Academic Programs, Contemporary Educational Issues, History of American Higher Education, School and Society

Bryn Mawr College, Bryn Mawr, PA

A.B. in History, with a minor in French, May 20XX

Thesis: "A Swindling Concern": Lady Shoplifters in Victorian America"

RELEVANT EXPERIENCE

University of Pennsylvania, Philadelphia, PA

Assistant to the Director of Regional Alumni Club Programs

(February – May 20XX)

- Served as liaison to the Alumni Programs Committee of the Council of Recent Graduates
- Arranged for speakers from the University to address the members of the Regional Alumni Clubs
- Organized Alumni Weekend events
- Answered letters from alumni regarding the Alumni Council

Bryn Mawr College, Bryn Mawr, PA

Admissions Interviewer, Travel Coordinator

(September – December 20XX and 20XX)

- Conducted interviews with prospective students and submitted reports to the Office of Admissions
- Planned travel schedules for admissions counselors

Barnard College of Columbia University, New York, NY

Admissions Counselor

(July 20XX – June 20XX)

- Recruited students within the Northeast region, from New Jersey to Maine
- Conducted interviews, read applications, and made recommendations to the admissions committee
- Headed projects involving student-aided recruiting, overnight visits, phone-a-thons and responses to prospective student inquiries

Bryn Mawr College, Bryn Mawr, PA

Admissions Representative

(20XX – 20XX)

- One of three seniors selected to serve on the admissions committee

Tour Guide

(20XX – 20XX)

Volunteer, Development Office

(20XX-20XX)

LEADERSHIP AND ACTIVITIES

- Board Member – Alumnae/Student Committee of Bryn Mawr College, 20XX – present
- Board Member – Union of Recent Eastern College Alumni (Philadelphia chapter), 20XX – present
- Founder, Business Manager – Bryn Mawr Night Owls (a cappella singing group), 20XX – 20XX

Carmen Student

2200 Spruce Street, Apt. 2R, Philadelphia, PA 19103 ▪ 215-546-3177 ▪ carmenphilly@yahoo.com

Profile

- International experience with students from diverse cultures, through teaching, living, and traveling abroad.
- Familiar with college admissions practices through work as an undergraduate liaison
- Strong counseling skills with adolescents

Education

University of Pennsylvania,
M.S.Ed. in Counseling and Mental Health Services

Philadelphia, PA
(expected May 20XX)

The College of New Jersey,
Bachelor of Science in Elementary Education/Psychology
Certificate of Eligibility with Advanced Standing (CEAS), Elementary Education, New Jersey
Honors: Kappa Delta Pi (International Education) Honor Society and Psi Chi (Psychology) Honor Society member,
Dean's List (7 of 8 semesters)

Ewing, NJ
(May 20XX)

Experience

Student Worker, PennGlobal, University of Pennsylvania
January 20XX-present

- Perform database entry from the applications of incoming international students and scholars
- Assist and interact with international students, scholars and faculty

Intern Counselor, Elwyn, Inc, Philadelphia,
PA October 20XX-present

- Design and co-lead monthly psychoeducational programs on life skills and health topics for thirty foster care children and adolescents
- Establish close and trusting relationships with adolescents from various ethnic, cultural and socioeconomic backgrounds, while conducting individual and group counseling sessions

International Student Teacher, The American International School, Zagreb, Croatia
January-March 20XX

- Provided full time instruction for ethnically and linguistically diverse third grade students in all subject areas
- Interacted with a variety of international professionals through related travels, staff meetings and educational opportunities

Research Assistant, The College of New Jersey, Ewing, NJ
September 20XX-May 20XX

- Coauthored study entitled "Knowledge and Practices of Teacher regarding Working with Parents from Diverse Cultures," which was accepted by the American Educational Research Association for presentation at conference in San Diego, CA (20XX)
- Research was used in the design and implementation of teacher training workshops in New Jersey
- Received the Undergraduate Research Award from The College of New Jersey

College Ambassador, Office of Admissions, The College of New Jersey

March 20XX-May 20XX

- Served as a liaison and representative of The College of New Jersey to potential students, current student body, professors and the community
- Demonstrated public speaking abilities and group facilitation skills through alumni relations, informational forums and campus tours
- Oriented entering TCNJ students and served as a mentor during their freshman year

Other Skills and Qualifications

- Computer: Microsoft Office (Access, Excel, Word); Adobe Photoshop
- Language: Basic skills in Spanish and Croatian
- Personal: Enjoy gardening, swimming, and extreme snowboarding



GSE RESUME CHECKLIST

FORMAT

- ☐ Your margins are at least 0.65" on all sides and your font size is at least 10pt
- ☐ Your section headers are all spelled correctly (Spellcheck does not automatically check words in ALL CAPS)
- ☐ You have provided your degree ("Candidate for Master of Science in Education", for example)
- ☐ You have included cities and states for each experience in all sections, and formatted them consistently. (Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations)
- ☐ All your experiences have dates – including months or seasons – and are formatted consistently (Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -)

ORGANIZATION

- ☐ Your "Education" section is listed before your Experience section(s)
- ☐ You've strategically targeted your audience in your "Experience" sections when applicable (e.g. "Teaching Experience," "Research Experience", "Relevant Experience")
- ☐ Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- ☐ There is a dedicated section for relevant skills (including foreign languages) and if applicable, interests.

CONTENT

- ☐ When applicable, you have listed relevant coursework, providing specific course names instead of numbers
- ☐ You begin all phrases with precise, active resume verbs and omit passive or vague phrasing
- ☐ You note relevant contextual information such as specific populations or issues that were engaged, as well as specific clinical or research methods used in your work.
- ☐ When applicable, you have indicated results or impact from your work in a way that aligns with the specific position and type of work
- ☐ You along with a friend, family member, or someone else have proofread for typos

CAREER SERVICES RESOURCES



Handshake

Penn's student/employer interface with access to events and appointments with career advisors



Penn Career Services Website

Find resources for every step of the job search process. Sign up to receive customized newsletters with events and opportunities



Education & Academia Community Page

On the Career Services website, this community page posts jobs, news, and resources for those working in the field of education and academia

HAVE MORE QUESTIONS
ABOUT YOUR RESUME?

MAKE AN APPOINTMENT
WITH A CAREER ADVISOR!