

Theresa A. Citadel

123 Anywhere Street
City, State 12345
123-456-7890
name@citadel.edu

OBJECTIVE

To secure a position in an elementary school

EDUCATION

The Graduate Program in Education at The Citadel — Spring 2008

Master of Education: Literacy Education

Presbyterian College — May 2006

Bachelor of Science: Education

Early Childhood Education

Honor Graduate— Cum Laude

GPA: _____

Honor Graduate of XYZ High School — City, State

___ in a class of 210 with a GPA of _____

EXPERIENCE

Graduate Assistant, Human Resources at The Citadel, Charleston, South Carolina - August 2006 - Present

- Screens all permanent and temporary applications for job employment at The Citadel
- Updates The Citadel Employment Bulletin via the Internet
- Updates The Citadel Job Line via telephone access

Student Teaching, M. S. Bailey Elementary School in Clinton, South Carolina – January - May 2006

- Planned daily units of instruction, arts and crafts, music, and recreation for first grade
- Worked and planned activities for the after-school program for fifth graders

Pre-school Teacher, First United Methodist Church day-care in Marion, South Carolina - June - August 2005

- Taught the three and four-year old class (sole instructor)
- Supervised and planned a church program
- Conducted and planned field trips
- Instituted a program of study
- Incorporated music, arts and crafts, and recreation into this program of study

Lifeguard and Swim Instructor, McLeod Fitness Center in Florence, South Carolina - June - August 2004

- Conducted swim classes
- Taught swimming lessons
- First Aid and CPR certified

File Clerk, Marion Medical Group, employed by Marion County Medical Center in Marion, South Carolina - June - August 2003

- Implemented a new color-coding filing system for this medical center
- Collected data on each patient, made and filed the new charts

Lifeguard, Marion Recreation Department in Marion, South Carolina – June - August 1999-2002

- Taught swimming lessons to the disadvantaged
- Supervised the swimming pool and surrounding area
- Mentored children at the recreational facility
- Conducted swim camps for the Marion area

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ACTIVITIES

Presbyterian College

- Zeta Tau Alpha sorority
- Alpha Sigma Phi fraternity sweetheart
- Cheerleader 2003
- “Blue Hose” leader for freshman orientation
- “Race for the Cure” (four years) and “Meals on Wheels” volunteer
- “Blue Hose” Cheerleading Camp instructor
- Zeta Day Coordinator 2006

Marion High School

- National Beta Club for three years
- Teacher Cadet
- Interact Club for three years and Science Club for two years
- Soccer team for three years and softball team for three years
- Tennis team for four years – captain and MVP for two years
- Yearbook staff

Community of Marion

- First United Methodist Church member and youth group leader
- First United Methodist Church council on ministries member and audio worker
- Initiated “Reading with Ansley” for Easterling Primary School in Marion
- Salkehatchie Summer Service—the Black Swamp Camp
- Adopt-a-Highway and nursing home visitation volunteer

HONORS

Presbyterian College

- Cum Laude
- Kappa Delta Pi Education Honor Society
- Certificate of Excellence on the Praxis Series - Principles of Learning and Teaching (PLT)
- Nominee for Omicron Delta Kappa
- Dean’s List — six semesters
- Portfolio chosen for Presbyterian College Education accreditation
- Zeta Tau Alpha Leadership Council
- Homecoming Court 2004 and 2005

XYZ High School

- Teacher Cadet Future Educator Scholarship (one of three given in the state)
- Who’s Who at Marion High School
- High School League Honor Athlete and Junior Marshal
- Citizen Awareness Award — given by the Chamber of Commerce
- South Carolina Business Week representative held at Erskine College
- Clio Scholarship — given by the South Carolina Council of the Social Studies (one given in the state)

SPECIAL AREAS OF INTEREST

- College credits towards a coaching degree — available to coach any female sport
- Coordinating a reading program for struggling readers
- Developing intervention programs/strategies to help motivate reluctant readers
- Working with low socio-economic status families and children
- Increasing parental involvement in education and the school system