First Name Initial (Or Second Name) Last Name

Street Address, City, ST ZIP ∙ [netid@nd.edu](mailto:netid@nd.edu) ∙ (XXX) XXX-XXXX ∙ [www.linkedin.com/in/firstlast](http://www.linkedin.com/in/firstlast)

**EDUCATION**

**University Of Notre Dame** Notre Dame, IN

Degree, Field of Study Graduation Month & Year

* Teaching Certification including level & subjects *(This could also be a separate section of its own)*
* Academic Honor(s) *(optional)*
* Relevant Coursework/Thesis Topic *(if applicable)*

**Previous Institution(s)** City, ST (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

* Academic Honor(s) *(optional)*

**Professional EXPERIENCE**

**Most Recent Employer (School)** City, ST (or Country if non-US)

Classroom Teacher, Grade Level/Subject Month year – Month year

* Briefly describe the classroom demographics and your role/accountability in teaching
* Describe any results that have been achieved or what the objective of the teaching is intended to accomplish (*action verb + accomplishment + results*)
* Developed and implemented an interdisciplinary social studies unit for a bilingual classroom, partnering with local community members to increase civic engagement among students
* Highlight specific skills, qualities and attributes demonstrated
* *(maximum of five bullet points)*

**Previous Employer Company Name** City, ST (or Country if non-US)

Title, Department Month year – Month year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Worked individually with 25 children to develop reading skills through interactive games (as a tutor, after-school care position, etc.)
* Highlight specific skills, qualities and attributes demonstrated focusing on those that can be readily carried over to the classroom
* *(maximum of five bullet points)*

**Leadership & Service** *(do not use bullet POINTs)*

Role/Title, Full Organization Name (ACRONYM if applicable) Month Year – Month Year

Example: President, Notre Dame Graduate Student Union August xxxx – May xxxx

*Identify marketable community service experience (working with special needs children, coaching, etc.)*

**technical skills & professional Memberships** *(do not use bullet POINTs)*

**Computer Skills:** List classroom management programs and other technology proficiencies, such as Interactive White Board, Google Classroom, etc. (if extensive, divide among multiple subheadings)

**Languages:** List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)

**Professional Affiliations:** National Education Association (NEA), etc.