** English Secondary Education Resume Template**

Career and Community Engagement Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**NAME**

**Contact Information (Includes Address, Phone, and Email)**

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Arts in English**,Expected Graduation, Month, Year

Pennsylvania Department of Education (PDE) Certification: **English Secondary Education (Gr. 7-12)**

Shippensburg University, Shippensburg, PA

Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education:** Study Abroad; Honors; Relevant Coursework\*

**LANGUAGES** (include level of proficiency)

**STUDENT TEACHING/FIELD EXPERIENCE**

**Grade/Subject,** dates (repeat for additional placements)

School, City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RELEVANT EXPERIENCE** (may also include Community Service)

**Job Title** (for Community Service, “Job Title” may be “Volunteer”, “Tutor”, “Coach”), dates

Organization, City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**CERTIFICATIONS/CLEARANCES**

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

**Relevant Awards/Recognitions**

**Title of Award/Recognition**, dates

**Title of Award/Recognition**, dates

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

Organization (dates); Organization (dates); Organization (dates); Organization (dates)

**PROFESSIONAL PORTFOLIO AND REFERENCES available upon request**

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Campus Leadership/Involvement; Professional Memberships/Affiliations; Adult-Related Care; Youth-Related Care; Business-Related Experience; Non-Profit Experience; Coaching Experience; Publications; College Athletics

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**Jonny Smith**

**Contact Information (Includes Address, Phone, and Email)**

**EDUCATION**

**Bachelor of Arts in English**,Expected Graduation May 2020

Pennsylvania Department of Education (PDE) Certification: **English Secondary Education (Gr. 7-12)**

Shippensburg University, Shippensburg, PA

Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

**LANGUAGES**

* French, Proficient (3 years)
* Spanish, Advanced (7 years)

**STUDENT TEACHING/FIELD EXPERIENCE**

**7th Grade English,** August 2019 – December 2019

Carlisle High School, Pennsylvania

* Educated 30 students on basic English as well as literary studies
* Developed lesson plans along with faculty
* Transcribed department minutes

**RELEVANT EXPERIENCE** (may also include Community Service)

**Intern: Staff Writing,** The Blaze, (May 2019- August 2019)

Virtual

* Provided research assistance to a team of eight staff writers, resulting in increased knowledge of the journalism workplace.
* Created and published five original articles based on research.
* Communicated with subjects of articles to ensure quality and honest publication.

**Writing Center Tutor,** Shippensburg University (August 2017 – Present)

Shippensburg, PA

* Taught students how to engage in “the writing process” by scheduling appointments to coincide with the writing process, including research, drafts, and final edits.
* Focused on the writer as a whole person, rather than focusing solely on presenting assignment.
* Cultivated a professional reputation with students and professors, resulting in a clientele base referred by professors or classmates

**Staff Writer,** The Slate (February 2018 – Present)

Shippensburg, PA

* Crafted one article each week for the Current Events Column to raise awareness of world issues on campus.
* Promptly met publication deadlines, contributing to the newspaper’s team of 20 staff.
* Developed sound research practices and applied interview skills learned in classes.