** French Secondary Education Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

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

**Name**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

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

**Bachelor of Arts in French,** Expected Graduation month/year

Pennsylvania Department of Education (PDE): **French Secondary Certification**

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

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  
Job Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

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

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(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)

**CERTIFICATIONS/CLEARANCES**

American Red Cross Adult/Child/Infant CPR, dates

ACTFL Oral Proficiency Interview, dates

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

**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

**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

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Research Projects

** French Secondary Education Resume Example**

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**John Smith**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION**

**Bachelor of Arts in French,** Expected Graduation May 2021

Pennsylvania Department of Education (PDE): **French Secondary Certification**

Minor: History

Shippensburg University, Shippensburg, PA

QPA: 3.4

**STUDENT TEACHING/FIELD EXPERIENCE**

**11th Grade French,** August 2020 - Present

New Cityland Public High School – New Cityland, CA

* Developed a new program for French students that incorporated new textbooks, films and reading materials
* Helped raise more than $10,000 to fund a class trip to France
* Responsible for teaching introductory, intermediate and advanced French classes to high school students

**12th Grade French,** January 2020 – May 2020  
Steel City High School, Pittsburgh, PA

* Created a new program that allowed students to immerse themselves in the French language to learn new words faster
* Helped and assisted students during office hours, after school and in private tutoring sessions
* Responsible for designing assignments and tests, grading those assignments and determining students’ overall grades

**RELEVANT EXPERIENCE  
Volunteer**, Sunnyside Daycare, June 2020 – August 2020Harrisburg, PA

* Enthusiastically empower children by rewarding them with good behavior and giving them positive verbal feedback
* Manage the children by keeping them out of harm's way and providing time to feed and put them to sleep
* Actively communicate with the children by reading to them and playing with toys and games with them

**Campus Leadership/Involvement**

**President,** ShipVotes**,** August 2019 – Present)

* Coordinates with local officials to increase voter registration in district
* Manages volunteer staff of 4 while maintaining an on-campus presence
* Marketed the campaigns of both Republican and Democratic candidates for elections locally and state-wide.