** Special and Early Childhood Level 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 Science in Special and Early Childhood Education,** Expected Graduation month/year

Concentration: Grade level

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by Council for Accreditation of Educator Preparation (CAEP)

QPA: (list if noteworthy; 3.0+)

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



**COMPUTER SKILLS/MEDIA RELATED EXPEREINCE (**Print/Electronic media concentration**):**

**STUDENT TEACHING/FIELD EXPERIENCE**

**Topic(s)/Grade(s),** dates (repeat for additional placements)

School, City, State

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

**OR**

School, City, State

**Grade/Subject(s)**, dates

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

**RELEVANT EXPERIENCE**

**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

**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

**CERTIFICATIONS**

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**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);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (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); Public Relations Experience

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**Resume Example**

 Career, Mentoring, and Professional Development Center

 Shippensburg University of Pennsylvania

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

 **James Taylor**

Contact Information (123-456-7890, email@domain.net)

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

**EDUCATION**

**Bachelor of Science in Special and Early Childhood Level Education,** Expected Graduation December 2020

Minor: Biology

Shippensburg University, Shippensburg, PA

Accredited by Council for Accreditation of Educator Preparation (CAEP)

QPA: 3.9

**STUDENT TEACHING/FIELD EXPERIENCE**

**2nd Grade General Science,** August 2020 – Present

Upsilon Elementary, Cherrytree, PA

* Developed lesson plans for class sizes from 14 to 30.
* Instructed students on topics such as chemistry, biology, and astronomy
* Recorded grades and assignments into school wide database

**3rd Grade Mathematics**, January 2020 – May 2020

Lambda Elementary, Storybrook, MD

* Instructed on basic mathematics to students in class sizes of 20
* Programmed lessons to fit both in-person and virtual modalities
* Instituted new traditions into classrooms.

**Relevant Projects/Research Projects:**

**Modalities and Retention: Correlation between Retention of Students and Teaching Modalities**, Fall 2019

* Studied 5 types of teaching modalities and the effect of retention in low-income schools by public-access databases.
* Responsible for synthesizing 300 pages of literature into 5 paged review.
* Presented research at National Teachers Conference

**Campus Leadership/Involvement**

**General Member,** Chess Club at Shippensburg University(Fall 2017 - Present)

* Performed at various venues including Germany, France, and Spain.
* Trained weekly for tournaments and exhibitions.
* Maintained academic well-being while competing