



Résumé Writing Guide

The University of Texas at Austin
College of Education
Education Career Services
<http://career.edb.utexas.edu>
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Résumé Headings for Education Majors

1. Contact Information
2. Career Objective (optional)
3. Education Information
4. Certification Information
5. Teaching Experience
6. Related Experience
7. Honors and Activities
8. Special Skills

Résumé Headings:

1. Contact Information:

- Include your name, address, phone number, and e-mail address
- Include both your current and permanent address (if you have both)
- Your name should be the biggest print on the page
- Keep telephone and e-mail professional

2. Career Objective (optional):

- Should be brief and tells which position you are seeking
- Identify the grades/areas you are willing to teach

Address your motivation to become a teacher or what you hope to accomplish as a teacher in your cover letter.

3. Education Information:

- List your school name
- City and State
- Academic Major and Minor
- Graduation Date or Expected Graduation
- Grade Point Average - only list if your GPA is over 3.0
- Overseas study

4. Certification Information:

- List your certification
- Include the date

Example:

Certification: Early Childhood Education through 6th Grade Generalist

Expected Date: Fall 2010

5. Teaching Experience:

- List dates, name of school (city, state), grade and/or subject taught. Include Apprentice Teaching and Intern experiences under this category. Include the facts of your teaching assignment such as the number of students, classes, grade levels, and subjects. Describe your teaching experiences in specific terms. Consider addressing issues like these in your student teaching description: a unit plan that encompassed a variety of subject areas; ways in which you incorporated technology into your teaching; methods used to assess the progress of your students, student behavior management, work coordination with other teachers/staff, etc.

6. Related Experience:

- Group your paid or unpaid jobs. List most recent job first. State in general the type of work performed (tutor, camp counselor, volunteer work).

7. Honors and Activities:

- Dean's List
- Scholarships Awarded
- Achievement Awards
- Academic Organizations
- Extracurricular Activities
- Professional Organizations

8. Special Skills:

- Knowledge of foreign languages
- Computer Skills (software programs)

Tip:

List any special abilities you have acquired through your education or experience, or describe outstanding qualities, which make you well suited to the position.

Résumé DO's and DON'Ts

DO's -

- Be neat, positive, honest, and brief
- Start statements with action verbs
- Write clearly and concisely
- Give specific examples
- Focus on your abilities
- Keep your résumé to one or two pages
- Suggested font size: 12 or 11 point
- Double-space between sections
- Single-space within sections
- Capitalize or bold headings
- Use white or ivory paper
- Avoid fancy fonts
- Use bullets at the beginning of a list
- Make it visibly attractive
- Edit and re-edit
- Craft your résumé to the job description
- Less is always more
- Accentuate the positive
- Be consistent



DON'Ts -

- Spelling, grammar, and punctuation errors
- Poor or flashy formatting
- Writing in first person
- Misleading skills
- Abbreviations
- Avoid getting personal

Professional References:

- Choose your references carefully
- They must be able to discuss your performance ability
- Provide references when employers ask for them
- List your references on the same type of paper you use for your résumé

ACTION VERBS

Leadership Skills

Administered
 Appointed
 Approved
 Assigned
 Attained
 Authorized
 Chaired
 Considered
 Consolidated
 Contracted
 Controlled
 Converted
 Coordinate
 Decided
 Delegate
 Developed
 Directed
 Eliminated
 Emphasized
 Enforced
 Enhanced
 Established
 Executed
 Handled
 Headed
 Hired
 Hosted
 Improved
 Incorporated
 Increased
 Initiated
 Inspected
 Instituted
 Led
 Managed
 Merged
 Motivated
 Organized
 Originated
 Overhauled
 Oversaw
 Planned
 Presided
 Prioritized

Recommended
 Reorganized
 Replaced
 Restored
 Reviewed
 Scheduled
 Secured
 Selected
 Streamlined
 Strengthen
 Supervised
 Terminated

Communication Skills

Addressed
 Advertised
 Arbitrated
 Arranged
 Articulated
 Authored
 Clarified
 Collaborated
 Communicated
 Condensed
 Conferred
 Consulted
 Contacted
 Conveyed
 Convinced
 Corresponded
 Debated
 Defined
 Described
 Developed
 Directed
 Discussed
 Drafted
 Edited
 Elicited
 Enlisted
 Explained
 Expressed
 Furnished
 Incorporated

Influenced
 Interacted
 Interpreted
 Interviewed
 Involved
 Joined
 Judged
 Lectured
 Listened
 Marketed
 Mediated
 Moderated
 Negotiated
 Observed
 Outlined
 Participated
 Persuaded
 Presented
 Promoted
 Proposed
 Publicized
 Reconciled
 Recruited
 Reinforced
 Reported
 Resolved
 Responded
 Solicited
 Specified
 Spoke
 Suggested
 Summarized
 Synthesized
 Translated
 Wrote

Research Skills

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Detected
 Determined

Diagnosed
 Evaluated
 Experimented
 Explored
 Extracted
 Formulated
 Gathered
 Identified
 Inspected
 Interpreted
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized
 Researched
 Reviewed
 Searched
 Solved
 Summarized
 Surveyed
 Systematized
 Tested

Technical Skills

Adapted
 Applied
 Assembled
 Built
 Calculated
 Computed
 Conserved
 Constructed
 Converted
 Designed
 Determined
 Developed
 Engineered
 Fabricated
 Installed
 Maintained
 Operated
 Overhauled
 Printed

Programmed
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Focused
Guided
Individualized
Informed
Instilled
Instructed
Persuaded
Set goals
Simulated
Taught
Tested
Trained
Transmitted
Tutored
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed

Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Creative Skills

Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed
Developed
Directed
Displayed
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified

Originated
Performed
Photographed
Planned
Revised
Shaped
Solved
Transformed

Helping Skills

Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Collaborated
Contributed
Counseled
Demonstrated
Diagnosed
Encouraged
Ensured
Expedited
Facilitated
Furthered
Guided
Helped
Insured
Intervened
Motivated
Provided
Referred
Rehabilitated
Represented
Supplied
Supported

Organization/ Detail Skills

Arranged
Catalogued
Categorized
Charted

Classified
Coded
Collected
Compiled
Approved
Corrected
Distributed
Filed
Generated
Implemented
Incorporated
Inspected
Monitored
Operated
Ordered
Organized
Prepared
Processed
Registered
Reviewed
Routed
Scheduled
Set up
Submitted
Standardized
Systematized
Updated
Validated

More Accomplishment Verbs

Achieved
Completed
Exceeded
Pioneered
Resolved
Restored
Succeeded
Surpassed

Brenda Ladd

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OBJECTIVE	To obtain a Kindergarten through 6 th Grade teaching position	
EDUCATION	The University of Texas at Austin Bachelor of Science in Applied Learning and Development GPA: 3.8	May 2010
CERTIFICATION	Early Childhood to Sixth Grade Generalist Certification	June 2010
TEACHING EXPERIENCE	Westover Elementary, Austin ISD <i>Apprentice Teacher, 3rd Grade</i> <ul style="list-style-type: none">• Took full responsibility and control over classroom for two week period (total teach)• Wrote and shared math lesson plans with the 3rd grade team• Taught TEKS based lesson plans daily in all subject areas• Participated in preparing students for the 3rd grade math and reading TAKS tests• Provided TAKS tutoring after school• Modified lessons and assignments daily to suit the needs of English Language Learners• Helped create and implement behavioral plans for two students• Attended all professional development opportunities throughout the semester	Spring 2010
	Mathews Elementary, Austin ISD <i>Student Intern, 6th Grade</i> <ul style="list-style-type: none">• Participated in team meetings in the preparation of daily lesson plans and units• Modified lesson plans to meet the learning needs of students• Motivated students through an active learning environment• Designed and implemented positive classroom management strategies• Developed relationship with both students and parents• Helped to lead and direct Parent Teacher Conferences	Fall 2009
	Westover Elementary, Austin ISD <i>Student Intern, Kindergarten</i> <ul style="list-style-type: none">• Assisted teacher with daily lesson plans and activities• Developed and taught a lesson on farm animals with small group activity to reinforce learning• Performed daily Read-Alouds to supplement lesson plans• Conducted student case study to determine and develop alternative behavior intervention plan	Spring 2009
RELATED EXPERIENCE	Mad Science After School Program <i>Teacher/Team Leader</i> <ul style="list-style-type: none">• Utilized provided lesson plans to lead weekly science based classes for grades K-6• Conducted science workshops for pre-kindergarten students in Montessori school	Sept 2008 – June 2009
	HOSTS Reading Program <i>Tutor/Mentor, Allan Elementary</i> <ul style="list-style-type: none">• Assisted five 3rd grade students with reading fluency and comprehension skills• Worked one-on-one with two 4th grade ESL students to improve reading comprehension	Sept 2008 – June 2009
	College Bound Program <i>Team Leader</i> <ul style="list-style-type: none">• Educated 5th grade students about the process of getting into college, 4 weeks• Conducted a walking tour field trip of the UT Austin campus at conclusion of program	Oct 2008 – Nov 2009
ACTIVITIES	University of Texas Education Council (2008-2009) Austin City Library Volunteer (2009) Children's Hospital Playroom Volunteer (2009)	

Rebecca Valdez

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Education

The University of Texas at Austin May 2010
Bachelor of Science in Applied Learning and Development

Certification

Early Childhood to Sixth Grade Bilingual Generalist Certification June 2010

Teaching Experience

Metz Elementary, Austin, Texas Spring 2010
5th Grade Apprentice Teacher

- Prepared daily lesson plans, activities, organized classroom and developed behavioral management plans
- Developed and taught thematic units to enhance student involvement and participation
- Monitored student progress using assessment sheets and graphs
- Participated in Parent Teacher Conferences
- Took part in professional development trainings throughout the semester
- Modified all lessons for English Learners at their own development stage

Colegio Americano De Torreon, Mexico Fall 2009
Student Intern

- Assisted teacher with coordination of daily lesson plans and classroom activities (in Spanish)
- Designed and implemented lessons incorporating cooperative learning activities
- Constructed worksheets and activities for all lessons taught
- Provided a highly structured academic environment using a variety of behavioral management techniques
- Participated in monthly school program that links home and school as partners in overall student development

Anderson Elementary, Austin, Texas Spring 2009
2nd Grade Student Intern

- Assisted teacher with activities in and outside of the classroom
- Participated in team planning meetings and assisted in the presentation of lessons
- Worked with Voyager, Read Well, Click-N-Read and Compass reading programs
- Provided individualized assistance to students with special needs

Metz Elementary, Austin, Texas 9/2009 – 12/2009
3rd Grade Tutor

- Mentored and tutored 3rd grade students who require special assistance in order to pass reading TAKS
- Taught and reinforced TAKS strategies through reading passages

Related Experience

Platt Family, Austin, Texas

5/2009 - 8/2009

Care Giver/Spanish Teacher

- Cared for two children three days a week while teaching them Spanish
- Assisted children with their summer school work
- Planned and oversaw summer activities including projects and play dates
- Provided mentoring support, positive reinforcement and daily encouragement to children

El Buen Samaritano Mission, Austin, Texas

1/2008 - 5/2008

Volunteer

- Planned activities for students ranging in age from 2-11 years old while parents were attending ESL classes
- Read books, taught short lessons, sang songs and taught basic words in both English and Spanish

St. Louis Catholic Church, Austin, Texas

9/2007 - 12/2007

Part-Time/Volunteer ESL Teacher

- Co-taught basic English skills to parents in small group setting
- Created lesson plans and activities to improve English speaking skills, reading proficiency and comprehension

Additional Skills

Language: Fluent in speaking, writing and reading Spanish

Computer: Microsoft Word, Power Point, Excel, Adobe Acrobat, Illustrator, Flash, SeaMonkey and Dreamweaver

Proven communication, interpersonal and presentation skills

Works well independently and in team setting

Excellent time management and organizational skills

Activities and Honors

Kappa Delta Phi Member (2007-2008)

Lorghorn Scholarship Recipient (2007-2009)

Bilingual Education Student Organization (2007-2009)

ATPE Campus Organization Officer (2008)

ATPE Member (2007-2009)

Resident Assistant (2007)

GREG DANIELS

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(512) 369-8521

Education	The University of Texas at Austin Bachelor of Science in Kinesiology	December 2009
Certifications	All Level Teacher Certification in Kinesiology First Aid and CPR Certification	January 2010 September 2009
Teaching Experience	Davis Middle School (Austin, TX) Apprentice Teacher <ul style="list-style-type: none">▪ Led Physical Education classes for 6th & 7th grade students▪ Created physical activity units for basketball and soccer▪ Instructed students on the rules and safety procedures for each sport they learned▪ Modified teaching strategies and adapted lesson plans to meet the needs of all students▪ Encouraged and motivated students to focus on game strategies, teamwork, and cooperation▪ Promoted involvement in physical activity outside of the classroom	Fall 2009
	Pease Elementary School (Austin, TX) Student Intern <ul style="list-style-type: none">▪ Instructed 3rd & 4th grade Physical Education classes▪ Led physical activity units for students in gymnastics and cardiovascular endurance▪ Adapted lesson plans to meet the needs of students with disabilities▪ Developed learning center and bulletin board to promote further learning of activities	Spring 2009
	McCallum High School (Austin, TX) Student Intern <ul style="list-style-type: none">▪ Assisted with instruction of 10th grade Physical Education class and 9th grade Health class▪ Assisted with development of lesson plans that included physical activity and cognitive learning of physical fitness and sport skills▪ Refereed activities and provided feedback to students regarding progress being made▪ Motivated and encouraged students of all ability levels▪ Developed a behavioral management plan in order to deal with challenging behaviors calmly and effectively	Fall 2008

Related Experience

St. Stephen's High School

Fall 2009

Assistant Coach

- Assisted with Boy's Cross Country and Track
- Arranged weekly practices and created competitive work out routines
- Oversaw physical, mental and emotional well being of athletes
- Reinforced the concept of teamwork and cooperation

Earth Adventure Camp

Summer 2009

Team Leader

- Collaborated with other camp leaders to provide memorable outdoor experiences for children between the ages of 6-11
- Taught practical skills for children to feel capable in the outdoors
- Helped children to develop a sense of their relationship to the natural world

YMCA Austin

Summer 2009

Assistant Coach

- Assisted Gymnastics coach with spring & summer programs for children ages 5-10
- Arranged teams and assisted with weekly practice routines
- Instructed children on performance of routines
- Provided feedback and encouragement to all children regardless of skill level

Service & Activities

University of Texas Kinesiology Club Member (2007-2009)

Scoop-It-Up Volunteer (2007-2009)

Marathon Kids Volunteer (2009)

Austin Sports Center Volunteer (2009)

Affiliations & Memberships

University of Texas Kinesiology Club Member (2007-2009)

National Association for Sport & Physical Education (2007-2009)

Texas Association for Health, Physical Education, Recreation & Dance (2008-2009)

Katherine Carpenter

22 Linder Lane * Austin, TX 78723

Tel: (512) 456-6789 * Email: K_Carpenter@gmail.com

EDUCATION

The University of Texas at Austin May 2010
Bachelor of Science in Applied Learning and Development
GPA: 3.9
Honors: Kappa Delta Pi

CERTIFICATION

All Level Generic Special Education June 2010

TEACHING EXPERIENCE

Govalle Elementary, Austin ISD Spring 2010

1st – 6th Grades – *Apprentice Teacher*

- Adapted and modified lessons and activities to meet the needs of the students as part of a teaching team of general and special educators
- Performed various assessments such as Preference, Ecological and Discrepancy
- Attended transitional ARD meetings
- Implemented classroom management and community building strategies

Metz Elementary, Austin ISD Fall 2009

1st Grade – *Student Intern*

- Assumed full-time responsibility for class of nineteen inclusive students
- Participated in parent teacher conferences and teacher development workshops
- Collaborated with host teacher and members of the team to plan and teach
- Implemented classroom management and community building strategies
- Designed and facilitated hands-on activities for all content areas

Carter Elementary, Austin ISD Spring 2009

Preschool – *Student Intern*

- Developed and instructed various individualized lesson plans according to each student's IEP goals
- Met with parents to gain insight into family experiences with special education
- Conducted Wiig Assessment of Basic Concept (WABC)

Govalle Elementary, Austin ISD Fall 2008

5th Grade – *Student Intern*

- Worked with a diverse student population including ESL students
 - Planned and executed thematic units in math, science and social studies
 - Incorporated hands-on problem solving and inquiry based learning that was meaningful to students' lives and taught for understanding
-

ACTIVITIES

Kappa Delta Pi International Honor Society in Education Member, 2008–2009

University of Texas Education Council member, 2007–2009

Reading Tutor, Mathews Elementary School, 2007–2008

ROBERT J. WALLIS

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(512) 555-4321

Robert_Wallis@hotmail.com

EDUCATION The University of Texas at Austin May 2010
Bachelor of Fine Art in Music Education

CERTIFICATION All Level Teacher Certification in Music June 2010

TEACHING EXPERIENCE **Apprentice Teacher** Spring 2010

Gus Garcia Middle School, Austin ISD

- Instructed students in instrumental technique, tone production, and musicianship skills
- Created and prioritized long term curricular goals
- Designed and implemented lessons
- Trained aural discrimination, dictation, composition, and improvisational skills

Intern Teacher Fall 2009

Allendale Middle School, Austin ISD

- Instructed students in clarinet technique, tone production, and musicianship skills
- Composed and guided instructional etudes
- Trained aural discrimination skills

Private Lesson Instructor Fall 2009

Self-Employed

- Coached beginning drum set
- Trained fundamental rhythmic skill and coordination
- Guided audition preparations
- Communicated effectively with parents

RELATED EXPERIENCE **Professional Tennis Instructor** Summer 2009

Riverdale Country Club, Dallas, TX

- Designed and implemented instructional plans for players ages four to eighteen
- Coached players through psychological performance barriers
- Instructed and reinforced correct stroke production

Tennis Instructor Summer 2007-2009

William Harris Tennis Ranch, San Marcos, TX

- Instructed and reinforced stroke production, match strategy, and physical conditioning to children (ages 8-18) and adults
- Supervised living quarters (24/7) for youth tennis players
- Planned and led off-court activities for youth
- Communicated effectively with parents and co-workers

**PROFESSIONAL
AFFILIATIONS**

The University of Texas Student Music Educator's Association, Member
National Association for Music Education (MENC), Member
Texas Music Educator's Association, Member
United States Tennis Association, Member

**HONORS,
AWARDS AND
ACTIVITIES**

University Honor Student, 2007 – 2009
Georgia B. Lucas Endowed Scholarship recipient, 2008 – 2009
Retired Faculty/Staff Scholarship recipient, 2007 – 2008
UT PALS participant, 2007 – 2008
UT Tennis Club Member, 2008 – 2009
University of Texas Longhorn Band Member, 2006 – 2008
University of Texas Wind Ensemble, 2006 – 2007
Madison Scouts Drum and Bugle Corps Member, 2009

**CIVIC
ACTIVITIES**

Helping Hand Home for Children Volunteer	2008 – 2009
Men's Mentoring Group participant	2008 – 2009

LANGUAGES Proficient in Spanish and French

REFERENCES

Mary Jones
Cooperating Teacher
Email: mjones@gmail.com
Tel: (512) 789-5521

Blake Hall
Professor
Email: bhall@mail.utexas.edu
Tel: (512) 663-4875

Michael Payne
University Facilitator
Email: mpayne@aol.com
Tel: (512) 234-9954

Ben Parker
Principal, Allendale M.S.
Email: bparker@austinisd.org
Tel: (512) 453-7585

Emily Fowler

555 South Street • Austin, TX 78703

Tel: (512) 232-9996 • Email: efowler@mail.utexas.edu

OBJECTIVE	To obtain a position as an Art Teacher in the Austin area	
EDUCATION	The University of Texas at Austin Bachelor of Fine Arts in Art Education Overall GPA: 3.8	Fall 2010
CERTIFICATION	All Level Teacher Certification in Art	June 2010
EXPERIENCE	Apprentice Teacher Crockett High School, Austin ISD <ul style="list-style-type: none">• Taught 9th Grade Art class in drawing, painting, sculpture and multi-media• Prepared multicultural lesson plans to meet the diverse intellectual, social and creative needs and interests of students• Provided a safe and open learning environment to stimulate student interest and participation• Developed and implemented positive behavioral management strategies• Supervised progress and provided additional guidance and assistance as needed	Spring 2010
	Intern Teacher Bowie High School, Austin ISD <ul style="list-style-type: none">• Co-taught 10th Grade Art class in painting, sketching, design and sculpture• Assisted with the preparation of lesson plans and establishing course goals• Demonstrated various methods and procedures to students• Observed and evaluated work in order to determine student progress• Provided feedback to all students and offered guidance as needed	Fall 2009
	Intern Teacher Lee Elementary, Austin ISD <ul style="list-style-type: none">• Assisted with 6th Grade Art class in areas of illustration, commercial art and art history• Demonstrated techniques and provided direct assistance to students individually• Modified instructional plans and activities to meet the learning needs of students• Arranged and accompanied students on field trip to Mexic-Arte Museum• Implemented positive behavioral classroom management strategies	Spring 2009
	Art Teacher/Volunteer Adventures in Art, Austin, TX <ul style="list-style-type: none">• Taught painting and drawing to children ages 8-12 years old• Maintained organization and supervised activities for class of 14 students• Created lesson plans and hands on activities to engage students• Promoted student confidence through positive reinforcement and active learning	Fall 2008
PROFESSIONAL ORGANIZATIONS	Texas Art Education Association Member (2007-Present) National Art Education Association Member (2007-Present)	
REFERENCES	Jacqueline Walker, Adventures in Art Executive Director Phone: (512) 645-9754 Email: JWalker@artadventures.org Bruce Martinez, University Facilitator Phone: (512) 471-5245 Email: B_Martinez@mail.utexas.edu Amy Dillon, Cooperating Teacher Phone: (512) 454-3325 Email: Amy_Dillon@austin.rr.com	

Else Rausch

103 Walnut Street * Austin, TX 78721
Tel: (512) 454-7735 * Email: Rausch@yahoo.com

EDUCATION

The University of Texas at Austin May 2010
Bachelor of Arts in German
GPA: 3.8

CERTIFICATION

Secondary (6-12) Teacher Certification in German June 2010

TEACHING EXPERIENCE

ANDERSON HIGH SCHOOL, AUSTIN ISD Spring 2010
Apprentice Teacher

- Conducted intermediate German Language classes for 9th & 10th grade students
- Collaborated with host teacher on development of daily lesson plans and activities
- Taught basic German grammar, oral conversational skills and written mechanics
- Assisted with the incorporation of Germanic history and culture into weekly lessons
- Motivated and stimulated student interest through small group activities

ANDERSON HIGH SCHOOL, AUSTIN ISD Fall 2009
Student Intern

- Assisted with coordination of daily lesson plans and activities for 9th grade introductory German Language class
- Created visual aids, board games, and flash cards to reinforce weekly units
- Developed and implemented positive behavioral management strategies
- Tutored students outside of class who needed additional assistance

ANDERSON HIGH SCHOOL, AUSTIN ISD Spring 2009
Student Intern

- Co-taught 9th grade introductory German Language class
- Assisted with development of weekly units and classroom activities
- Monitored student progress and provided individual assistance as needed

PRIVATE INSTRUCTOR Fall 2009-Present
German Teacher (Part-Time)

- Provides German language instruction with a special focus on individual needs and goals
 - Teaches all levels of writing, grammar, conversational and listening skills
 - Modifies instructional plan to suit learning ability of adults, teens and children
-

MEMBERSHIPS & ACTIVITIES

Kappa Delta Pi International Honor Society in Education Member
University of Texas Education Council member
American Association of Teachers of German
American Council of Teachers of Foreign Languages

Matthew Gardener

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Austin, TX 78702

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Objective

Seeking full time position as a high school English Language Arts teacher

Education

The University of Texas at Austin

May 2010

Bachelor of Arts in English

GPA: 4.0

Certification

English Language Arts and Reading 8-12 Certification

June 2010

Experience

West Lake High School, Austin, TX

Spring 2010

Apprentice Teacher

- Taught in three 11th grade English/Language Arts (English III) classes
- Developed and implemented effective classroom management and discipline strategies to promote a safe, productive learning environment for all students
- Incorporated flexibility and responsiveness to students' diverse, changing interests and needs into unit and lesson planning
- Collaborated with other faculty members and appropriate school staff to generate, share, and evaluate ideas for meaningful, objective and standards-based instruction

West Lake High School, Austin, TX

Fall 2009

Intern Teacher

- Assisted with 11th grade English/Language Arts (English III) classes
- Taught 2-3 weekly lessons, integrating reading and writing, speaking and listening, and viewing and representing skills with a variety of cooperative learning activities
- Motivated students to make meaningful personal and textual connections to subject matter through use of technology and contemporary media in conjunction with a variety of texts
- Promoted student learning and confidence by modifying lessons and activities to accommodate the various needs of students

Austin High School, Austin, TX

Spring 2009

Intern Teacher

- Assisted with 12th grade Reading/Writing Workshop (English IV) classes

**Matthew Gardener
(continued)**

- Introduced diverse voices into curriculum by supplementing canonical texts with multicultural literature and materials
- Implemented student-centered activities each week and facilitated independent reading and writing workshop sessions

Crockett Middle School, Austin, TX

Spring 2008

Intern Teacher

- Provided students with multiple opportunities to use writing as a vehicle for self-exploration and personal expression
- Tutored learning disabled student with Attention Deficit Disorder several times a week using a variety of learner-centered strategies for struggling readers

Zavalla Elementary School, Austin, TX

Fall 2008

Intern Teacher – Kindergarten

- Reinforced new vocabulary and abstract concepts by involving students in active learning and hands on activities
- Modified lessons to accommodate diverse student learning styles by incorporating visual materials, music and kinesthetic activities into lesson plans

Related Experience

The Children’s Center of Austin

Fall 2009

Teacher

- Developed and implemented lesson plans and activities in pre-school center

UT Rhetoric Preview Course

Summer 2009

Teaching Assistant

- Helped students who needed assistance with writing assignments and revisions
- Graded papers for UT course offered to incoming UT freshman

Honors & Awards

2009 Texas Exes Teaching Excellence Conference Student Panel Speaker

Selected as representative for all UTeach English students to speak and answer questions about UTeach program during discussion panel at alumni association conference honoring extraordinary teachers from across Texas

Distinguished Scholar Award

Recognized during University Honors Day 2009 for earning and maintaining a GPA of 4.0 while maintaining specific credit hour/enrollment criteria at UT Austin

Beverly Sinclair

545 Main Street ■ Austin, TX 78123 ■ Cell: (512) 444-5562 ■ b.sinclair@gmail.com

EDUCATION	The University of Texas at Austin Bachelor of Arts in History GPA: 3.9	May 2010
CERTIFICATION	Secondary (8-12) History Teacher Certification	June 2010
TEACHING EXPERIENCE	Austin High School, Austin ISD <i>Apprentice Teacher</i> <ul style="list-style-type: none">• Taught 11th grade U.S. History classes• Developed dynamic lesson plans which moved logically from a knowledge base into higher levels of critical thinking using both student-centered and teacher-centered approaches• Tutored students who needed additional assistance• Assisted with and oversaw student government activities• Encouraged students to discuss current events relevant to unit lessons• Modified lesson plans to accommodate English Language Learners	Spring 2010
	Austin High School, Austin ISD <i>Student Intern</i> <ul style="list-style-type: none">• Assisted with teaching of 9th grade Texas History classes• Participated in team meetings in the preparation of daily lesson plans and activities• Motivated students by using cooperative learning and other student-directed learning techniques to cultivate inclusivity• Modified lesson plans to meet the learning needs of students• Assessed student development through relevant and meaningful assignments	Fall 2009
	McAllen Middle School, Austin ISD <i>Student Intern</i> <ul style="list-style-type: none">• Assisted teacher with daily lesson plans and activities for 8th grade Social Studies class• Evaluated student progress and made recommendations for further student development• Encouraged students to participate in discussions focusing on current events and politics• Utilized computer resources and the internet to promote learning outside of the classroom• Assisted with organization and supervision of field trip to Austin State Capitol	Spring 2009
RELATED EXPERIENCE	Texas Trailblazers <i>Tutor, McAllen Middle School</i> <ul style="list-style-type: none">• Provided one-on-one assistance to students in the subject areas of Social Studies and Texas History• Modified teaching methods to suit the individual needs and diverse cultural backgrounds of each student• Encouraged learning and development through activities and assignments• Motivated students to learn more about current events and engage in peer discussions	Summer 2009
	College Bound Program <i>Team Leader</i> <ul style="list-style-type: none">• Educated 8th grade students about the process of getting into college, 4 weeks• Conducted a walking tour field trip of the UT Austin campus at conclusion of program	Fall 2009
ACTIVITIES & HONORS	University Honor Student (2008-2009) History Teachers of Tomorrow Member (2007-2009) Austin City Library Volunteer (2007-2009)	

William A. Watts

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Tel: (512) 555-4321 • Email: wwatts@yahoo.com

OBJECTIVE	Seeking 9-12 th Grade Mathematics Teaching Position	
EDUCATION	The University of Texas at Austin Bachelor of Science in Mathematics Overall GPA: 3.8	May 2010
CERTIFICATIONS	Secondary Mathematics Teacher Certification English as a Second Language Supplemental Certification	May 2010 May 2010
EXPERIENCE	Apprentice Teacher Bowie High School, Austin ISD <ul style="list-style-type: none">• Taught 12-week Geometry Pre-AP and Algebra II class autonomously• Engaged students with hands-on activities, real world applications and games• Worked individually with students who needed extra assistance with assignments Intern Teacher Austin High School, Austin ISD <ul style="list-style-type: none">• Added HTML content and images for ASKME and online high school courses, including Algebra I and II, Geometry, Art, Chemistry, Physics, BCIS and PE• Edited Algebra II, Geometry, Physics and BCIS Credit-By-Exams Math Tutor Crockett High School, Austin ISD <ul style="list-style-type: none">• Tutored 20-30 students daily in Pre-Calculus, Algebra II and Geometry• Developed creative activities and games to reinforce concepts to students• Assisted diverse class of students – advance placement, remedial, ESL and disabled	Spring 2010 Fall 2009 Spring 2009
ACTIVITIES & HONORS	Math and Science Teachers of Tomorrow Member (2007-2009) National Council of Teachers in Mathematics (2007-2008) AISD Future Teacher Scholarship (2007-2009)	
RELATED EXPERIENCE	Private Math Tutor Walker Family, Austin, TX <ul style="list-style-type: none">• Tutored two students in Algebra I, Algebra II and Geometry• Met weekly with students to provide one-on-one individualized support• Helped students to improve overall mathematics grades Volunteer ESL Tutor Reagan High School, Austin ISD <ul style="list-style-type: none">• Tutored English Language Learners in Algebra I inclusion class• Created a set of math vocabulary flash cards for students	Fall 2009 Spring 2009
REFERENCES	John Martin – Crocket HS Principal John_Martin@crokeths.org (512) 654-4321 Kevin Smith – University Facilitator K_Smith@mail.utexas.edu (512) 555-9865 Janis Pallin – Professor Janis_Pallin@mail.utexas.edu (512) 478-9965	

MICHELLE LEE

500 San Gabriel #2104, Austin, Texas 78705 ~ 512.444.3333 ~ mlee12345@mail.utexas.edu

EDUCATION

The University of Texas at Austin

May 2010

Bachelor of Science in Chemistry

Minor in Biology

CERTIFICATION

Secondary and Middle Grade Teaching Certification in Composite Science

June 2010

TEACHING EXPERIENCE

Travis High School, Austin, TX

Apprentice Teacher - Chemistry

Spring 2010

- Facilitated the learning of chemistry through student centered lessons and activities
- Utilized a variety of pupil learning techniques, including discovery laboratories, error analysis, demonstrations, debates, simulations and molecular model building
- Modified lesson plans and activities to meet the learning needs of all students
- Devised an incentive method to optimize group learning
- Actively participated in team meetings on test design and alternative assessment

Austin High School, Austin, TX

Student Intern - Chemistry

Fall 2009

- Created lesson plans and activities to meet the learning needs of all students
- Developed and implemented integrated thematic units on molarity and acid-base chemistry
- Designed and supervised weekly group laboratory experiments
- Tutored students needing extra assistance

Waller Middle School, Austin, TX

Student Intern - Earth Science

Spring 2009

- Created hands on activities to reinforced weekly lesson plans
- Motivated students through enthusiastic teaching and unique materials from NASA website
- Developed a series of inquiry-based lessons using a model of the solar system

RELEVANT EXPERIENCE

Environmental Science Institute, Austin, TX

Assistant Teacher

Summer 2009

- Designed lesson plans and prepared information for teachers attending Hot Science – Cool Talks Outreach Lecture Series
- Interacted with teachers and students during pre-lecture activities
- Performed technical updates on ESI Website

Mad Science, Austin, TX

Assistant Teacher

Summer 2009

- Taught four weekly classes to children aged 6-12 years old
- Organized curriculum and devised lesson plans of various science fundamentals
- Conducted scientific experiments and hands-on projects

Department of Chemistry & Biochemistry, UT Austin

Undergraduate Research Assistant

Fall 2008

- Performed organic chemical reactions to prepare substrates for further organometallic hydrogenation reactions
- Searched relevant literature to investigate reaction mechanisms

LEADERSHIP

Students in Clinical Laboratory Science, UT Austin

Co-President

Sept 2008 – May 2009

- Actively participated in executive meetings to discuss budget and events
- Attended and participated in workshops and conferences

AWARDS & ACHIEVEMENTS

- Recipient of AISD Future Teacher Scholarship award – **2007-2008**
- Math and Science Teachers of Tomorrow Member – **2007-2008**
- UT Hong Kong Student Association President – **2006-2008**
- American Chemical Society Member – **2008**

SKILLS

PC/Macintosh Software: Proficient in Microsoft Office, HTML, CSS, C++ programming language

Language: Fluent in speaking and reading Mandarin Chinese, Basic Spanish

REFERENCES

Dr. Harold Lee

Department of Chemistry and Biochemistry, UT Austin

Phone: (512) 878-5578

Email: drhlee@austin.utexas.edu

Barry Goldsmith

Environmental Science Institute

Phone: (512) 454-3365

Email: barry@esi.austin.org

Beverly Dillon

Travis High School Teacher

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Austin High School Assistant Principal

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