**FIRST MIDDLE LAST NAME**

Professional Email | Phone Number | LinkedIn URL

**EDUCATION**

**Longwood University Farmville, VA**

*Bachelor of Science in Liberal Studies May 2022*

Concentration: Elementary Education

GPA: 3.5

Dean’s List (2 semesters)

**TEACHING EXPERIENCE**

**Student Teacher,** Grades 1 & 4 (Math) **Cumberland, VA**

*Cumberland County Elementary School January 2021-Present*

* Create and implement lesson plans to be taught during six-week time period in both grades
* Monitor 25 students during school-wide testing to ensure productivity and appropriate behavior
* Assist both grade levels by intensively tutoring students and creating innovative lesson activities
* Organize student-collected materials and graded assignments on a day to day basis to easily locate materials
* Supervise a class of up to 20 students in first grade, and 40 students in fourth grade split between two periods

**OBSERVATION EXPERIENCE**

**Partnership Teacher,** Grade 1 **Crewe, VA**

*Crewe Primary School*  *August 2020-December 2020*

* Delivered a two week unit, from start to finish including planning, activity design, and visual aid creation
* Prepared a lesson effectiveness report to include pre and post assessments and all student work associated with the unit to evaluate student performance
* Observed typical school day functions during the morning and afternoon routines to familiarize self with the rules and procedures
* Consulted with Longwood professors to reflect on and grow from specific classroom experiences
* Supervised and taught a class of 16 students using a multimodal approach to increase engagement

**lesson effectiveness report, teaching portfolio, pre and post assessment**

**Practicum II Teacher**, Grade 3  **Chesapeake, VA**

*Great Bridge Intermediate School*  *May 2020*

* Assisted in co-teaching 25 students to help them reach their educational, social, and emotional goals
* Prepared students for the Virginia Standards of Learning testing by leading comprehensive small groups
* Taught weekly classroom lessons in math and science, observed by Longwood supervisors
* Created 3 bulletin boards displaying educational content and visual appeal to promote math skill development

**Practicum I Teacher**, Grade 3 **Virginia Beach, VA**

*Plaza Elementary School May 2019*

* Assisted with educating 20 students in a Title One school by developing holistic classroom experiences
* Administered bi-weekly spelling tests and Developmental Reading Assessments (DRA) quizzes as needed
* Aided the teacher throughout the day by copying materials, supervising class transitions, and modeling ideal behavior

**ACTIVITIES**

**Kappa Delta Pi**, International Honor Society for Educators, Longwood University, *January 2019-Present*

**Big Siblings**, Longwood University, *January 2019-Present*

**Longwood Ambassadors**, Longwood University Office of Admissions, *February 2018-Present*

**Student Government Association: Senator**, Longwood University, *January 208-May 2020*

**WORK EXPERIENCE**

**Lifeguard**, S*easonal* **Virginia Beach, VA**

*Virginia Beach Oceanfront* *June 2018-Present*

* Maintain continuous visual of 50+ swimmers in the ocean to ensure their safety and wellbeing
* Ensure appropriate headcount of swimmers and beach goers during hourly checks
* Call out warning to swimmers and beach goers who have ventured too far and are in imminent danger
* Utilized strong interpersonal skills to provide safety information to the general public and answer inquiries
* Perform rescues, first aid, and CPR as needed

**SKILLS**

**Computer:** Microsoft Office Suite, MyLongwood, Degree Works, Schoology, EdLine, Prezi, Smart Board Technology, Zoom

**Certifications**: Collegiate Professional Licensure (PK-6), CPR/AED (*expires May 2025*)

**Format**

|  |  |  |
| --- | --- | --- |
| * Do NOT use a template
* 1 to 2 pages for a targeted resume. A master resume, which has ALL your information, can be longer
 | * Use the same 10-12 point font throughout your resume with .5 margins
* You can choose what sections are most important to you and have those first, other than education which should be first
 | * In each section, rank your experiences from top to bottom from either most recent OR most relevant
* Bold and Italicize words but do not use different fonts and many different sizes
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**Contact Information**

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| --- | --- | --- |
| * ALWAYS at the top
 | * Add your phone number, professional email, and URL to LinkedIn profile
 | * Do NOT put your address
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**Education**

|  |  |  |
| --- | --- | --- |
| * Remove anything from High School
* Add study abroad experiences after your degree. Include location and date
 | * Add any degrees even if not from Longwood
* Includes any minors or concentrations as well as Dean’s List or President’s List
 | * Include GPA if over 3.0
* You don’t need to write “expected graduation” before you include your day (Just say “*May 2025*”)
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**Experiences**

|  |  |  |
| --- | --- | --- |
| * Make your experience section headers match with YOUR unique experiences; avoid repeating information in bullet points from section to section
 | * Use the same format of titles, locations, and dates throughout your entire resume
 | * Always start with a strong action verb and add the How, What, or Why. Everything has transferable skills--show them!
 |
| * Use the correct present or past tense verb
 | * Each experience should have 4-6 bullet points, depending on the experience
 | * Do not put periods at the end of your statements
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**Activities**

|  |  |  |
| --- | --- | --- |
| * If you held a leadership position in your organization you can put under “Leadership Experiences” If not, put involvement here
 | * Make sure you have the Organization name and the dates you were involved
 | * Your activities do not have to be Longwood related
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**Skills**

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| --- | --- |
| * Do not put “soft skills” here, they need to be skills such as technology, languages, or certifications
 | * If you have multiple certifications, you can have a separate section. Make sure to add the expiration date!
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