

Sample Template for Professional Resumé or Vita

M.A. Program in Teaching and Curriculum

Your Name

Home/Street Address

City, State, Zip

Phone: (000) 000-0000

Fax: (000) 000-0000

E-mail Address:

(For international students, be sure to provide country and city codes for phone and fax numbers.)

Name of School/Place of Employment

Work Address

City, State, Zip

Phone: (000) 000-0000

Your school or classroom web site *(if you have one)*: <http://www>.

Education *(Begin with most recent degree earned.)*

M.A./M.S. *(if applicable)* in _____

Year degree earned

Institution

Major/Minor

B.A./B.S in _____

Year degree earned

Institution

Major/Minor

Teaching (or other professional) Certification *(level, specialization, endorsements, etc.)*

Professional Experience *(Begin with your current or most recent teaching/work experience. If you did any substituting, please indicate duration of any long-term sub position or period of time subbing in various classrooms, schools, etc.)*

Year-Present

Your title

Place of employment

Brief description of your assignment/duties/responsibilities...

Year-Year

Your title

Place of employment

Brief description of your assignment/duties/responsibilities...

Professional Activities *(If you are a more experienced teacher, focus more on your recent activities over the past 3-4 years. If you are a relatively new teacher, list activities beginning with your internship or student teaching and since. This will help faculty better understand the kinds of opportunities and support you have received once employed as a teacher, which can vary considerably for individuals by school or district, no matter their years of experience.)*

In-School Collaborative Initiatives and Leadership *(with colleagues, in a mentor-mentee relationship, with administrators, member or chair of grade-level and/or school/district committees, teacher study group, chair of department, team member or leader, etc.)*

Year-Duration

(Begin with most recent)

Title, brief description of the nature of your activities or role

School-Community Collaborative Initiatives and Leadership *(with a university/college, funded project, business/industry, school district, school rep, parents, or community service organizations)*

Year-Duration

Title, brief description of the nature of your involvement/activities

Inservices, Workshops, or Conferences *(you have participated in, attended, or led at a local, district, state, regional, national, or international level)*

Year-Duration	Title, brief description of your role (participant, presenter, leader), topics addressed
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Extracurricular Activities *(Student advisor, sponsor of a student group or club, coaching, after-school or summer tutoring program, etc.)*

Year <i>(Begin with most recent)</i>	Title, nature of group/activity
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Publications or Development of Published Curriculum/Instructional Materials Used Beyond Your Classroom

Year	Title, publisher (full bibliographic reference); Description of materials developed & users/audience
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Other Work Experience

Year-Year	Title, place of employment, brief description of your role/duties
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Grants, Awards, or Honors You Have Received

Year	Title, brief description of the nature of award
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Professional Memberships and Organizations to Which You Belong

Professional Journal(s) to Which You Subscribe and Enjoy Reading Regularly

Community Service/Volunteer Organizations

Hobbies and Personal Interests