

EDUCATION
RÉSUMÉS
COVER LETTERS,
REFERENCES
and
THANK YOU LETTERS



An effective resume describes your education and experience as it specifically relates to the position for which you are applying. The more you know about the school district and the position, the more you can target your resume to fit the job. Your cover letter and resume often form the first impression.

Suggested Sections for Resumes

COMPONENT	BASICS	COMMENTS
IDENTIFYING INFORMATION	<ul style="list-style-type: none"> • Name, address, phone number(s), and email address should be at the top of the page. (always include area and zip codes) • For current students, list a college and home address and phone number(s). 	<ul style="list-style-type: none"> • Be sure that any message on your personal voice mail is appropriate.
OBJECTIVE (Optional)	<ul style="list-style-type: none"> • If used, should be brief • May identify position/grade level sought and/or target school district 	<ul style="list-style-type: none"> • The job objective should follow your name, address, and telephone number at the top of your resume.
EDUCATION	<ul style="list-style-type: none"> • Name of school, city and state, major, degree received, graduation date or projected graduation date. • Honors, grade-point average (of 3.0 or above) and/or major grade point average (of 3.0 or above) should be included. • Include study abroad 	<ul style="list-style-type: none"> • List schools from which you have received a degree or certification, most recent first. Optional: You may also include other post secondary schools you have attended. • Ordinarily, do not list high school information after first year of college.
TEACHING EXPERIENCE RELATED EXPERIENCE OTHER EXPERIENCE OR EXPERIENCE	<ul style="list-style-type: none"> • If you have teaching experience, create a separate section entitled TEACHING EXPERIENCE, and include a section title RELATED EXPERIENCE for other experience relevant to the position. List remaining experience as OTHER EXPERIENCE. • Full-time, part-time, internship, volunteer experience, and military experience may be included. • Emphasize skills, abilities, and accomplishments appropriate to the position for which you are applying. • Always include job title, employing organization, city and state, and dates of employment. 	<ul style="list-style-type: none"> • Include specific details where appropriate (i.e. number of students taught or supervised, size of budget managed, amount of funds raised, type of population served, a procedure improved upon or designed). • Experience need not be paid to be included.
RELEVANT COURSEWORK (Optional)	<ul style="list-style-type: none"> • If used, include courses of interest to the employer. 	<ul style="list-style-type: none"> • Identify relevant courses that increased your proficiency with computers, foreign language(s), written/oral communications, etc.

COMPONENT	BASICS	COMMENTS
SKILLS & ABILITIES (Optional)	<ul style="list-style-type: none"> • Computer skills, multi-media skills, web page design skills, oral/written communication skills, broadcast skills, lab techniques and/or transferable skills not mentioned elsewhere. 	
LANGUAGE SKILLS (Optional)	<ul style="list-style-type: none"> • Mention if you are fluent in a foreign language(s). 	<ul style="list-style-type: none"> • If you understand a language but are not fluent, you still might want to mention it.
LEADERSHIP & ACTIVITIES (Optional)	<ul style="list-style-type: none"> • In order of importance, list student activities and organizations, offices held, and committees on which you have served. 	<ul style="list-style-type: none"> • Include activities and interests that show leadership/initiative or relate to the position for which you are applying.
HONORS/AWARDS (Optional)	<ul style="list-style-type: none"> • Include honors such as the Dean's List, scholarships, honor societies, athletics, and others. 	<ul style="list-style-type: none"> • These may be listed under a separate heading or as a subsection under Education.
RESEARCH & PUBLICATIONS (Optional)	<ul style="list-style-type: none"> • Briefly describe relevant research projects. You may list articles, papers, books, thesis, or capstone projects. 	<ul style="list-style-type: none"> • These experiences may be listed under a separate heading or as a subsection under Education
PROFESSIONAL DEVELOPMENT (Optional)	<ul style="list-style-type: none"> • List professional association memberships, training, conferences and/or workshops attended. 	
COMMUNITY SERVICE/VOLUNTEER ACTIVITIES (Optional)	<ul style="list-style-type: none"> • List offices held, organizations, projects, and the skills and abilities utilized. 	<ul style="list-style-type: none"> • If the setting is religious or political, you may want to use generic descriptions (for example, Youth Leader for church). If substantial, these experiences may be listed under "Experience."
TRAVEL (Optional)	<ul style="list-style-type: none"> • List countries and significant cultural experiences 	<ul style="list-style-type: none"> • Travel can add a dimension to your life that could be valuable to an employer.
REFERENCES	<ul style="list-style-type: none"> • Do not include the words "References Available Upon Request". 	<ul style="list-style-type: none"> • Create a separate page for your references. Submit references on a separate page only if requested. (See instructions on references)

Résumé Tips



- Use quality paper (at least 20 lb. weight)
- Use a readable font (no smaller than 10) and print on a letter-quality printer
NOTE: use standard/common font style when sending resume as an attachment (i.e. Times New Roman, Arial)
- Avoid templates and wizards. They are not user friendly!
- Be concise and specific in your objective, if you use one
- Quantify, when possible, and use specific examples
- Emphasize significant achievements, results produced, and recognition from others
- Put the most important/relevant experience near the top of the resume.
- Use phrases and words that are positive and action-oriented; avoid “Responsible for”
- Begin phrases with action verbs such as "supervised," "designed," etc.
- Two pages are appropriate if you have a significant amount of experience with clear relevance to a prospective employer
- Be sure to include your name and “Page Two” at the top of second page
- Check the spelling of every word; make sure grammar and punctuation are correct
- Have your resume proofread by several people
- Use a large envelope so you do not fold resume pages
- Don’t staple or paperclip resume pages together
- Don’t include personal information such as marital status, social security number, age, or race
- Avoid identifying religion, political affiliation, or specific fraternity or sorority names
- Avoid listing unrelated, detailed duties such as "opened mail" or "filed documents"
- Avoid using pronouns, such as I, me, or my in your resume
- Don’t exaggerate your experience, but don’t be shy when describing what you have accomplished
- Avoid meaningless words or phrases such as "seeking a challenging position" or "seeking a position working with people"
- Avoid using abbreviations, except for states
- Don’t include high school information after your first year in college, unless it is outstanding or directly related to the position for which you are applying
- Don’t put a picture of yourself on your resume

VERB LIST FOR RESUMES AND LETTERS

accelerated	corresponded	generated	orchestrated	set up
accomplished	counseled	grouped	ordered	shaped
achieved	created	guided	organized	simplified
acted	critiqued	handled	originated	sold
adapted	customized	hired	overhauled	solved
addressed	decreased	identified	oversaw	sparked
adjusted	defined	illustrated	performed	spearheaded
administered	delegated	implemented	persuaded	specified
advertised	demonstrated	improved	photographed	spoke
advised	demystified	improvised	pinpointed	staffed
allocated	deposited	increased	pioneered	started
analyzed	designed	indexed	planned	stimulated
announced	determined	influenced	prepared	streamlined
appraised	developed	informed	presented	strengthened
approved	devised	initiated	presided	stretched
arbitrated	diagnosed	innovated	prioritized	structured
arranged	directed	inspected	processed	studied
assembled	dispatched	inspired	produced	summarized
assessed	distributed	installed	programmed	supervised
assigned	documented	instituted	projected	supported
assisted	drafted	instituted	promoted	surveyed
attained	edited	instructed	proposed	systematized
audited	educated	integrated	publicized	tabulated
authored	eliminated	interpreted	purchased	taught
balanced	enabled	interviewed	recommended	tested
budgeted	encouraged	introduced	reconciled	tracked
built	enforced	invented	recorded	traded
calculated	engineered	investigated	recruited	trained
catalogued	enhanced	launched	redesigned	transformed
chaired	enlisted	learned	reduced (losses)	translated
changed	entertained	lectured	referred	transmitted
clarified	established	led	rehabilitated	traveled
classified	estimated	made	reinforced	treated
coached	evaluated	maintained	related	troubleshoot
collaborated	examined	managed	remodeled	uncovered
collected	executed	marketed	reorganized	unified
communicated	expanded	mastered	repaired	unraveled
compared	expedited	mediated	reported	upgraded
compiled	explained	modeled	represented	used
completed	extracted	moderated	researched	utilized
computed	fabricated	modified	resolved	validated
conceptualized	facilitated	monitored	(problems)	verified
conducted	familiarized	motivated	restored	won
consolidated	fashioned	narrated	retrieved	wrote
constructed	figured	negotiated	reviewed	
consulted	filed	netted	revised	
contracted	forecasted	obtained	revitalized	
converted	formulated	operated	scheduled	
convinced	founded		screened	
coordinated			served	
			set goals	

SHANNON D. CLOSE

School Address:

Westminster College
Box 222
New Wilmington, PA 16172
(724) 946-6666
clarksl@westminster.edu

Home Address:

113 Mountain Road
Monroeville, PA 11111
(724) 327-5555

“She displays a deep commitment to students through her creativity and her positive attitude...and her absolute joy.”

-Alice Neville
Student Teaching Supervisor
Kennedy Elementary

“Her capabilities as a teacher and leader of our youth have been an inspiration to us all.”

-Dr. Holly Berry
Principal
Kennedy Elementary

Teaching Objective A teaching position in a progressive school district committed to promoting academic and social development for every learning style

Education Bachelor of Arts: **Elementary Education** December 2008
Minor: **French** Major GPA: 3.9
WESTMINSTER COLLEGE, New Wilmington, PA Overall GPA: 3.6

Teaching Experience *Student Teacher, Kennedy Elementary School* *Fourth Grade*
Pittsburgh Public School District, East Freedom, PA *Fall 2008*

- Designed and organized a **school-wide literacy initiative**
- Invited and coordinated visit of botanist/illustrator for unit on book illustrators
- Provided learning experiences in full inclusion class with gifted and learning support students
- Created and implemented library lessons for children in K, 3rd, 4th and 5th grades
- Developed and displayed scoring rubrics to assess students' progress
- Communicated with parents on a regular basis to create a partnership in their children's education
- Taught full day in all subject areas

Field Experience, College Park Elementary School *Fourth Grade*
Dorer School District, Gettysburg, PA *January 2007*

- Initiated, planned and taught **French lessons** using activities and interactive bulletin boards
- Worked individually with learning support students in reading and math
- Tutored a second grade child from France who spoke little English
- Assisted with **harp** lessons in special music class

Literacy Practicum, *Dullsville Middle School* *Eighth Grade*
Dullsville School District, Dullsville, OH *Spring 2007*

- Designed and taught unit on multicultural literature
- Integrated the use of literature circles and writing centers to assess students' understanding

Teacher/Creative Movement Volunteer, Preschool Lab *Preschool*
Westminster College, New Wilmington, PA *Fall 2006*

- Led a group of eighteen 4 and 5 year olds in thematic exercises exploring different cultures
- Organized unique and age-appropriate activities to foster exercise and creativity

Related Experience	Children's Bookseller, <i>Borders Book Store</i> Borders Books & Music , Uniontown, PA <ul style="list-style-type: none">• Demonstrate knowledge of current and classic children's books and authors• Coordinate a weekly story time that encourages interaction with the readings <i>Teaching Assistant</i> , Village Preschool Westminster College , New Wilmington, PA <ul style="list-style-type: none">• Designed weekly lessons to actively involve children in language arts through various activities• Identified and documented the children's progress in oral and written language <i>K-1 Instructor</i> , Vacation Bible School St. Vitus Parish , Uniontown, PA <ul style="list-style-type: none">• Actively involved students in discovering how the Bible applied to their daily lives• Utilized music, reading, art, drama and nature to build lessons into exciting adventures <i>Childcare Provider</i> , 3 and 5 year olds Monroeville, PA <ul style="list-style-type: none">• Provided complete nanny services to children ages 3 and 5• Developed age-appropriate daily lessons for each child to encourage development in reading, spelling, critical thinking and mathematics	<i>Spring 2007- present</i> <i>Spring 2006</i> <i>Summer 2005</i> <i>Summer 2004</i>
Volunteer Activities	Sankey Youth Center, New Castle, PA, <i>Tutor</i> Kennedy Preschool, New Castle, PA, <i>Music Assistant</i> Wilmington Elementary, New Wilmington, PA, <i>Intramural Coach</i>	
Leadership	<i>Associate Trustee</i> , Westminster College Board of Trustees (2 years) <i>President/Junior Advisor</i> , Lambda Sigma, sophomore honor society <i>Vice President/Tour Chair</i> , Student Westminster Admissions Team <i>Publicity Director</i> , Student Government Association	
Honors	<i>Westminster College Leadership Award</i> <i>Graham Ireland Award</i> , leadership and service <i>Kappa Delta Pi</i> , national honor society <i>Pi Delta Phi</i> , national French honor society	
Professional Development	<i>Revisiting Multicultural Issues in Education</i> , presented by Joyce Kareem and Robert Burley <i>Standards-Based Portfolios</i> , presented by Elizabeth J. Verner <i>Conflict Resolution/Parent Communication</i> , presented by Jaqueline Dandridge and Robert Burley	
Technology Skills	<u>Computer:</u> Proficient: <i>MS Word, Claris Works, Excel, Windows XP, Internet Research, PowerPoint</i> Knowledgeable: <i>MS DOS, WordPerfect</i> <u>Multi-Media:</u> PowerPoint presentations, video equipment, CD-ROM applications	

Campus Address

Box 1111
 Westminster College
 New Wilmington, PA
 724/946-5555
michigas@westminster.edu

**Permanent Address**

222 Oval Square
 Gibsonia, PA 55555
 724/443/5555
mms@yahoo.net

Objective

To teach and provide an encouraging learning environment

Education

Westminster College, New Wilmington, PA
 Bachelor of Arts: **Elementary Education**, Expected May 2008

Cumulative GPA **3.78**
 Major GPA **3.90**

Honors/Awards

Clara E. Cockerille Memorial Scholarship, highest honor awarded by Education Department
Kappa Delta Pi, education honor society, *Executive Board*
Omicron Delta Kappa, national honorary recognizing leadership, scholarship and service
Who's Who Among Colleges and Universities
Pi Sigma Pi, national honor society
National Dean's List
Westminster College Dean's List, 7 consecutive semesters

Teaching Experience**Student Teacher, 5th Grade**

Fall 2007

Mohawk School District, Bessemer, PA

- ❑ Organized and established interactive and comprehensive portfolio process
- ❑ Shared information with faculty about the use of portfolios in the classroom
- ❑ Coordinated alternative learning and assessment centers in science and reading
- ❑ Implemented 4-week theme cycle based upon astronomy topics for 100 students
- ❑ Created and executed lesson plans that personalized and internalized learning
- ❑ Motivated students to think critically and reflectively about their writing
- ❑ Developed scoring rubrics to assess students' progress in writing
- ❑ Successfully implemented a variety of classroom management skills

Field Experience, 4th Grade

Spring 2006

New Wilmington Elementary School, New Wilmington, PA

- ❑ Worked individually with learning support and emotional support students in a pull-out program
- ❑ Designed a theme cycle based upon U.S. geography concepts
- ❑ Developed and utilized effective discipline strategies
- ❑ Created and executed lessons that stimulated thought and encouraged discovery

Literacy Practicum, 4th Grade

Fall 2005

Portersville Christian School, Portersville, PA

- ❑ Developed and implemented literature circles using diverse literary selections
- ❑ Introduced the class to a multicultural author during author study
- ❑ Communicated with author, Julius Lester, via e-mail

Teaching Experience, Continued

Teacher Assistant, program for 4 and 5 year olds

January 2005

Fun and Sun Day Care, Hollywood, CA

- ❑ Prepared and supervised one interactive activity day
- ❑ Collaborated with teacher to plan activities that would encourage development of unique learning styles

Additional Teaching Experience

Literacy Partner, New Wilmington Emergent Literacy Program, New Wilmington, PA

Instructor, Planetarium Show, first-sixth grade curriculum, Westminster College Planetarium

Instructor, Science Fair Center, Hartford Elementary School, Brookville, PA

Teacher's Assistant, Wilmington Gifted Program, New Wilmington, PA

Instructional Aide, Wilmington Kindergarten Program, New Wilmington, PA

Technology Skills

Proficient in Microsoft Word, PowerPoint, Excel, Elmo, TV-VCR, and DVD

Professional Development

Undergraduate Honors Program: **Lateral Thinking in Portfolio Evaluation**

- Communicated frequently with the Pittsburgh Public School District regarding educational research on portfolios
- Collaborated on ideas regarding evaluation process

ASCD (Association for Supervision and Curriculum Development), *member*

Leadership

Resident Assistant, Residence Life Staff, Westminster College

Publicity Chair, local chapter, national social sorority

Events Chair, Student Alumni Association

Public Relations Chair, Lambda Sigma Honor Society

Student Admissions Team Member, Westminster College

Spiritual Growth Team Member, Westminster Chapel Staff

Work Experience

Camp Counselor, children ages 8-12

Summers 2005, 2006

Summer's Best Two Weeks, Boswell, PA

- ❑ Guided white water rafting adventure and backpacking trip
- ❑ Taught swimming, sailing, water skiing, tumbling, track, nature, and Bible courses
- ❑ Refereed soccer, volleyball, hockey, and Ultimate Frisbee games
- ❑ Counseled a group of 140 camp members

Camp Counselor and Music Director, children ages 10-12

Summers 2003, 2004

Pine Township Summer Recreation Program, Millford, PA

- ❑ Co-organized the entire camp schedule and activities
- ❑ Planned and supervised daily activities for 35 children
- ❑ Created, managed, and budgeted a music program for the camp

Stanley Homer Klobuszki

Home:
555 Noble Avenue
Castle Rock, PA 55555
412/271-1111
Stanley@anglefire.com

School:
Box 222 Westminster College
New Wilmington, PA 16172
724/946-9670
klobussh@westminster.edu

Objective *To make students aware of the music that is part of their lives through education, performance, and experience*

Education BACHELOR OF MUSIC DEGREE
Westminster College, New Wilmington, PA Expected May 2008
⊖ Major: Music Education, GPA 3.6

Related Experience STUDENT TEACHER
Wilmington Area School District, New Wilmington, PA Fall 2007
⊖ Prepared middle school (grades 7-8) and high school (grades 9-12) choruses and bands for spring concerts
⊖ Assisted in preparation of students for choral festivals
⊖ Utilized several media in presenting general music units on rhythm, jazz and theatre to students in grades 5 through 8
⊖ Served as Production Assistant for middle school production of *Kismet Jr.*

MUSIC DEPARTMENT STUDENT EMPLOYEE
Westminster College, New Wilmington, PA 2004-present
⊖ Supervised operation of the student-run music department
⊖ Served as contact person for music department events and program information
⊖ Worked directly with Department Chair to coordinate student auditions

MIDDLE SCHOOL PRIVATE VOICE TEACHER
Westminster College, New Wilmington, PA Spring 2008

PIT BAND VIOLIN PLAYER
Castle Rock High School, Castle Rock, PA February-March 2005

STRING MASTER CLASS VIOLIN INSTRUCTOR
Castle Rock Community Orchestra, Castle Rock, PA October 2004

Work Experience SALES ASSOCIATE
Joseph A. Bank Clothier, Grove City, PA December 2007-present
⊖ Assisted customers in selection of appropriate clothing
⊖ Worked with sales team to maintain store displays and cleanliness
⊖ Assisted with annual store inventory

COSTUMED CHARACTER
Cedar Point Amusement Park, Sandusky, OH Summers 2005-2007
⊖ Managed weekly schedules and time sheets
⊖ Trained new employees
⊖ Posed for photographs with park patrons

Stanley Homer
Klobuszki

Work Experience Continued	CHRISTIAN EDUCATION INTERN First Baptist Church of Castle Rock , Castle Rock, PA	2004-2006
	<ul style="list-style-type: none"> ⇒ Assisted in coordination of youth club programs for grades 2-6 and junior/senior high ⇒ Selected and taught music for Bible school ⇒ Served on Christian Education Committee 	
Westminster College Leadership Positions	Titan Marching Band Squad Leader	2005-2008
	<ul style="list-style-type: none"> ⇒ Supervised and directed 15 squad members ⇒ Assisted in teaching drills ⇒ Participated in half-time and parade performances 	
	Chapel Drama Productions Performer , <i>Children of Eden</i> and <i>Joseph and the Amazing Technicolor Dream Coat</i>	September 2006-January 2007
	<ul style="list-style-type: none"> ⇒ Organized and scheduled rehearsals ⇒ Auditioned and rehearsed the cast 	
Additional Westminster Activities	Concert Choir Treasurer	2006-2007
	<ul style="list-style-type: none"> ⇒ Assisted in planning concert tours ⇒ Facilitated all monetary transactions 	
	National Social Fraternity, Westminster Chapter Philanthropy Chair	2007
	<ul style="list-style-type: none"> ⇒ Coordinated College Greek Week ⇒ Organized the Westminster College fundraiser for the American Cancer Society 	
Professional Development	String Quartet	
	Chamber Choir	
	Student Westminster Admissions Team (SWAT)	
	<i>The Holcad</i> (campus newspaper), Film Critic	
	Collegiate Music Educators National Conference (CMENC), Atlanta, GA	
	Pennsylvania Collegiate Music Educators Association (PCMEA)	

Autumn L. Fall

School Address

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fallal@westminster.edu

Home Address

RD 5
Box 111
Squash, PA 11111
724-677-5555



Educational Objective

To create a community of learners where self-discovery and daily learning are cooperative and meaningful experiences

Education

Bachelor of Arts: **Elementary Education**, May 2008
Minor: **History**
Westminster College, New Wilmington, PA

Major GPA: 3.9
Overall GPA: 3.7

Pennsylvania Governor's School for Teaching, June-July 2004

Honors/Awards







Honor Societies: *Kappa Delta Pi ~ Mortarboard ~ Pi Sigma Pi ~ Phi Alpha Theta*
Westminster Scholarship, *awarded for initial and consistent high academic performance*
Dean's List, *seven consecutive semesters*

Teaching Experience

Student Teacher

Fall 2007

First Grade, Reynolds Elementary School, Greenville, PA




-  Challenged students' perceptions of the Native American culture with a literature based unit and a Native American speaker
-  Prepared and taught developmentally appropriate lessons centered on weekly themes
-  Interacted with faculty to gain and share instructional and management techniques
-  Identified student growth in written language and language development throughout the term
-  Recognized individual students through a weekly bulletin board, books, and reading projects
-  Maintained high expectations of appropriate student behavior by modifying classroom management techniques and engaging students in active learning

Teaching Experience Continued

Literacy Practicum

Fall 2005



Fifth Grade, Poland Elementary School, Poland, OH

-  Developed and taught theme-based literature lessons about the Holocaust
-  Broadened students' view of the Holocaust by having a survivor tell about his personal experiences
-  Integrated the use of literature circles to assess students' understanding of literature

Village Pre-School

January 2006

New Wilmington, PA





-  Designed weekly lessons to actively involve four year olds in reading and writing through the use of high interest books, drawing, and music
-  Identified and documented each child's growth in oral and written language

Creative Educational Experience

Mister Rogers' Neighborhood

Family Communications, Inc., Pittsburgh, PA

Summer 2007

-  Collaborated with producers to write, edit, and draft fan mail responses
-  Gathered research about the development of self control in children
-  Provided feedback for a book in progress that will aid children's understanding of people with disabilities
-  Prepared and organized *Mister Roger's Neighborhood* opera information for database

Additional Teaching Experience

Teacher Assistant, Reynolds Elementary School (*Volunteer*)

Spring 2007

First Grade, Greenville, PA

-  Initiated a math enrichment program for first graders

Recreation Director, Vacation Bible School (*Volunteer*)

July 2006

Children ages three through fourteen, Squash, PA

Camp Counselor, Rushing Springs Camp

Summers 2004 & 2005

Children ages six through eighteen, Tepidville, PA

Field Experience, Kennedy Elementary School

January 2005

Fourth Grade, Vandergrift, PA

Technology Skills

Computer: Windows XP, Microsoft Office, PowerPoint, Claris Works, Adobe Photoshop

Multimedia: CD-ROM, Elmo Overhead Projector

Leadership and Campus Involvement

Membership Committee, Mortarboard Honor Society

Active Participant, Marching and Concert Band (2 years)

Active Participant, Women's Choir (4 years)

Core Team Planning Committee, Seekers, campus fellowship organization

Member, National Social Sorority

Other Work Experience

Office Assistant, Career Center

2004-2007

Westminster College, New Wilmington, PA

Carrie A. Book

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Home Address

207 Cameron Drive
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724/776-9966

~ **OBJECTIVE** ~ To obtain an elementary teaching position and promote active learning in a positive environment

~ **EDUCATION** ~

Westminster College, New Wilmington, PA
Bachelor of Arts: May 2008
Major: **Elementary Education** Minor: **Spanish**
Major GPA: **3.9** Cumulative GPA: **3.6**

Honors: *Kappa Delta Pi* - Honorary Education Society

Omicron Delta Kappa - Awarded for leadership, academics, and exemplary character

Dean's List - 5 semesters

Who's Who Among Students in American Universities and Colleges

~ **TEACHING EXPERIENCE** ~

Student Teacher, 5th Grade, Smithton Elementary School, Smithton, PA

Fall 2007

- Team-taught a class of 58 students
- Designed and implemented a three-week lesson on electricity
- Prepared and taught a three-week theme cycle on Israel
- Successfully utilized the progressive form of classroom management
- Structured lessons around the classroom theme *Modern Civilizations*
- Organized literature circle lessons around tradebooks
- Initiated, prepared, and presented Spanish lessons
- Organized a slide show for open house entitled *"Meet the Fifth Grade"*
- Utilized math manipulatives in math lessons

Literacy Practicum, 4th Grade, Newton Elementary School, Newton, PA

Fall 2006

- Planned and taught literature-based lessons in reading, math, and social studies
- Applied teaching strategies such as literature circles, author studies, and writers' workshops
- Successfully applied an assortment of classroom management skills

Teacher's Aide, Tender Care Learning Center, Venus, PA

Summer 2006

- Prepared and taught developmentally appropriate lessons and activities on weekly themes
- Informed parents of children's development and accomplishments

Field Experience, 1st Grade, Paine Elementary School, Pittsburgh, PA

January 2006

- Tutored students having difficulty in various subjects
- Utilized multiple assessment techniques
- Conducted individual portfolio meetings with students

"Miss Book is a real 'team teacher,' for she has those valued cooperative skills necessary to work with faculty members, share ideas, and follow through on objectives."

Amy Jones
6th Grade Teacher

"Miss Book is a natural! She has a natural rapport with her students."

Mary M. Spank
Principal

~ TEACHING EXPERIENCE, CONTINUED ~

- Field Experience, 3rd Grade, Sanford Elementary School, Cranberry Township, PA* January 2006
- Prepared and taught small and large group lessons in Spanish, math, spelling, and reading
 - Assisted students working with computers
 - Tutored individual students

~ ADDITIONAL TEACHING EXPERIENCE ~

- Preschool Volunteer, Westminster Preschool, New Wilmington, PA*
Learning Partnership, Neshannock Elementary School, New Castle, PA ~ Grade 1
Family Math Night, Wilmington Elementary School, New Wilmington, PA ~ Grades 1-4
Learning Partnership, Village Preschool, New Wilmington Presbyterian Church
New Castle YMCA Volunteer, Wilmington After School Program, New Wilmington, PA
Tutor, Reading Comprehension, Spelling, and Critical Thinking ~ Grade 3
Physical Education for the Elementary Teacher, Westminster College, New Wilmington, PA
Teacher Assistant, Multicultural Literature, Softing Elementary, Youngstown, OH ~ Grades 2 & 3

~ COMPUTER SKILLS ~

- Experience with *Word, PowerPoint, Excel, GroupWise, and Internet Research*
- Successfully created web page for classroom students

~ PROFESSIONAL WORKSHOPS ~

- Meeting the Needs of Diverse Learners Fall 2006
- Attended ten-week course with lectures, discussions, and small group activities
 - Learned best practices to use with disabled learners
- Elementary Portfolio Workshop* January 2006
- Obtained useful ideas on how to create, organize, and use portfolios
 - Gathered ideas for materials to be included in portfolios

~ LEADERSHIP ~

- Executive Board, Kappa Delta Pi*
Teaching Assistant, The Learning Center, Westminster College
Tour Guide, Westminster College Admissions Office
Choreographer, Westminster College Dance Theatre
Historian, National Social Sorority, Westminster Chapter

~ WORK EXPERIENCE ~

- Sales Clerk, Pencils & Books Supply Shop, Cranberry Township, PA* Summers & Breaks 2005-Present
- Sell educational resources to parents and teachers
 - Inform customers of educational products
 - Complete inventories, operate register and computers

JOAN I. TRIBER

Internship or Summer Job
Resume Sample

Box 321 ~ Westminster College
New Wilmington, PA 16142
(724) 946-1234

joan_triber@hotmail.com

10 Maple Lane
Plains, OH 44444
(330) 555-8888

OBJECTIVE

An internship position with the Child Development Center

EDUCATION

Bachelor of Arts: **Psychology** Minor: **Secondary Education** Expected May 2008
Westminster College, New Wilmington, PA GPA: **3.60**

Relevant Coursework:

Motivation	Childhood and Adolescence	The Developing Child
Educational Psychology	Behavior Modification	Foundations of Education

EXPERIENCE

Resident Assistant Fall 2005 -Present

Westminster College Residence Life, New Wilmington, PA

- Supervise hall of 40 women by enforcing school and residence hall polices
- Create and implement educational, cultural, and social programs for residents
- Encourage an environment that is conducive to respect, responsibility, learning, and fun

Summer Youth Intern

Summer 2005

Akron Summer Youth Leadership Program, Akron, OH

- Introduced high school students to leadership ideas and techniques
- Enforced program's regulations while living in dormitory with 30 high school youths

Volunteer Recreation Assistant

September 2004–May 2005

New Wilmington Presbyterian Church, New Wilmington, PA

- Assisted in the planning and implementation of recreation programming for middle school children for the after-school program

COMPUTER SKILLS

Proficient: Microsoft Office, SPSS, Adobe Photoshop

ACTIVITIES & LEADERSHIP

Student Government Association, **Senator**

Student Westminster Admissions Team, **Student Panel Member** and **Tour Guide**

Westminster College Varsity Tennis Team, **Captain**

Students Against Destructive Decisions

COMMUNITY SERVICE

Habitat for Humanity, *Fundraiser Volunteer*

Fall 2006

Plains Community Vacation Bible School, *Teacher*

Summers 2003-2004

HONORS & AWARDS

Omicron Delta Kappa, National Leadership Honorary

Lambda Sigma, Sophomore Honor Society

President's Athletic Conference Academic Honor Roll (Tennis)

Resume Checklist

- ✓ Is the resume readable and pleasing to the eye?
- ✓ Does it have an easy to read font and good format?
- ✓ Did you use ●bullets, **bold**, *italics* and/or underlining to highlight key strengths?
- ✓ If resume will be scanned electronically, did you omit columns, *italics*, **bold**, ●bullets and underlining?
- ✓ Is information listed in order of importance and relevance to the position?
- ✓ Did you include your name, address, city, state, zip code, telephone number/cell phone number, and e-mail address?
- ✓ Be sure your voice/cell message and e-mail address are professional prior to sending your resume to employers.
- ✓ Do you have your name and “Page Two” on second page, if applicable?
- ✓ Does your objective (if used) clearly state the position for which you are applying?
- ✓ Did you check the spelling, grammar and punctuation?
- ✓ Do phrases begin with action verbs?
- ✓ Have you been truthful about your accomplishments rather than being falsely modest or exaggerating?

Cover Letters

(Letters of Inquiry/Interest)

Along with a resume, a cover letter can help the administrator to find out more about you. It is a tool to highlight your skills as an educator. The letter should always accompany your resume when you are not applying in person.

Make sure your own “voice” is included in the letter. It is important not to let the letter sound mass-produced but tailored to each school district or employment opportunity.

Helpful Hints for Writing Your Cover Letter

- Keep the letter professional, but allow the school administrator to get a sense of who you are and what you could bring to their school district as a teacher.
- Get your point across as concisely as possible. It is good to have passion for what you are teaching. Include some passion in your “voice” in the letter, but reserve the in-person interview as the outlet for going into detail about it.
- Try to have your paragraphs start with a word other than “I.” Avoiding “I” allows the letter to sound more professional.
- Make sure that whatever contact information you give the school district is professional and appropriate. Your outgoing voicemail message should be appropriate for the employer to hear.

Cover Letter Guidelines

The heading can be done in multiple ways. You may also make your cover letter heading the same as your resume heading to keep the two documents consistent.

Name
Street Address • City, State Zip Code
Phone Number

Date of Letter

(3 spaces)

Individual's Name
Title (ex: Superintendent, Principal, Assistant Principal, etc)
Employer/School District Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

First Paragraph: Here you can explain how you heard about the position. If no position was advertised and you are sending a letter of inquiry to the school district, the first paragraph can be a good place to state why you want to work for the particular district or what you know about the district that makes them one of your top choices for employment. If you have ever done methods teaching, tutoring, or volunteer work at schools in the district, mention that work in this first paragraph to establish your connection to the district. Begin your letter with a strong statement indicating your enthusiasm. If possible, develop a bridge or common bond between you and the employer.

Second Paragraph: Use this portion to really sell yourself. State your experiences, qualities, and any contributions you could make that would meet some of the school district's needs. You can refer to your licensure or any academic background you have that is related to the position for which you are applying. You can highlight the methods/student teaching or relevant teaching experience you have done. You can also mention any interest you might have in extra-curricular activities (ex. coaching/advising clubs). Be careful to not reiterate your resume word for word. Keep the paragraph short and sweet.

Third Paragraph: Restate your interest in the position and that you look forward to hearing from him/her. Include your contact information (phone number and/or e-mail address) and thank the employer for his/her consideration.

Sincerely,

(Your handwritten signature)

Your typed name

Enclosure (or Enclosures) (denotes that resume, applications, etc., are enclosed)

Anita Job

Westminster College
Box 123
New Wilmington, PA 16172
(724) 555-1234

May 12, 2007

Dr. Karen Lodge
Superintendent
Westwood School District
256 River Road
Westwood, PA 16532

Dear Dr. Lodge:

It is with great interest that I submit my resume for the seventh grade mathematics position I saw posted on your district's website. I am familiar with Westwood School District through my methods field experience with Ms. Mary Smith at Lake Middle School in the spring of 2006. I feel that my background makes me a good candidate for the seventh grade position.

Working with children is one of my passions, and I have known I wanted to be a teacher since I was a sophomore in high school. I have extensive experience with middle school students through my field experiences, student teaching, and volunteer opportunities. From my experience with Ms. Smith, I know that faculty at the Westwood School District try to incorporate as many creative activities into learning as possible. I was able to showcase my creativity by developing an assignment on surface area that allowed students to design imaginary countries and draw maps.

My enthusiasm for teaching, and my dedication to the field of education, make me a viable candidate for the position with your school district. I would appreciate the chance to interview with you and look forward to hearing from you. I can be reached at (724) 555-1234 or at joba@westminster.edu. Thank you for your consideration.

Sincerely,

(Your Handwritten Signature)

Anita Job

Enclosure

Jane Walkerman

55 College Street
Pittsburgh, PA 15242

(724) 987-6543
janewalkerman@yahoo.com

July 19, 2007

Dr. Christopher Jenkins
Director of Personnel
Appleton Local School District
123 Ridge Road
Appleton, NC 27613

Dear Dr. Jenkins:

Mr. Ben Miller, the middle school music teacher in your district, recently informed me of the opening for a high school music teacher with Appleton schools. I worked with Mr. Miller as a music instructor at a camp in the summer of 2007. Please accept this letter, resume, and application for your consideration.

Through my education at Westminster College, I was able to do several field experiences in a variety of school districts. I noticed from your district's website that you have over 3000 students in the entire district. I student taught at Forest Hills Valley School District in Forest Hills, Pennsylvania, and that district is about the same size as yours. I am eager to teach in a rural setting, since I went to high school in a rural part of western Ohio. Through my field experiences and student teaching, I was able to engage students in "hands-on" activities that made them think about the impact music has on their lives. I feel that students can use music to learn about the world around them.

I am very interested in hearing from you and would appreciate an interview. I can be reached at (724) 987-6543 or at janewalkerman@yahoo.com. Thank you for your time and consideration.

Sincerely,

(Your Handwritten Signature)

Jane Walkerman

Enclosure

Sample Cover Letter

Jane Doe
Box 1
Westminster College
New Wilmington, PA 16172
(724) 946-0000 – doejl@westminster.edu

February 22, 2007

Dr. John Antonini
Superintendent
Western Beaver County School District
343 Ridgemont Drive
Midland, PA 15059

Dear Dr. Antonini:

I really enjoyed speaking with you and Ms. Cinos during my visit to Western Beaver School District last month for the Regional Math Competition. I found your faculty and administrators both friendly and helpful and your students eager to learn. I believe this combination demonstrates the positive working environment that I desire. For this reason, I am very interested in the secondary mathematics position currently open with your school district.

I have had several teaching experiences in secondary mathematics and have had the opportunity to work with multiple teaching strategies. Several students improved their math scores significantly after being tutored individually in my after-school sessions. Enthusiasm in the classroom and dedication to education make me a viable candidate for the position. I believe that I would be a valuable asset to your school district.

I look forward to hearing from you and hope we can arrange an interview at your convenience. I can be reached at (724) 946-0000 or doejl@westminster.edu. Thank you for your consideration.

Sincerely,

(Your Handwritten Signature)

Jane Doe

Enclosure

WENDY COOK

Box 1510 • Westminster College • New Wilmington, PA 16172 • (724) 946-1234 • cookwe@westminster.edu

Box 1510
Westminster College
New Wilmington, PA 16172

February 11, 2007

Mrs. Thelma Morris
Principal
Oakland Middle School
341 South Bellefield Avenue
Pittsburgh, PA 15213-3516

Dear Mrs. Morris:

I am submitting my resume in response to the announcement on your website regarding an opening for a third grade teacher in the Pittsburgh Public School District. I believe that I am well prepared and qualified for this opportunity.

Having been a student and a student teacher in the Pittsburgh public schools, I am eager to return as a teacher. My experience in this urban setting was most rewarding and convinced me that I will do my best teaching here. I really want to stimulate the minds of children and to make sure that each child's individuality and personal talents will thrive. My goal is to make children enjoy learning and become life-long learners.

Teaching is a great joy to me, and I envision being a good educator in a supportive school district. I will appreciate the opportunity to interview with you and look forward to your response. I can be reached at (724) 946-1234 or cookwe@westminster.edu.

Thank you for your consideration.

Sincerely,

(Your Handwritten Signature)

Wendy Cook

Enclosure

Checklist For Your Cover Letter

When sending off your cover letter, double check for each of the following:

- ✓ The letter is addressed to a specific person. Be sure to include the person's title in the heading of the letter! If you are unable to determine the contact person, you may use "Dear Sir or Madam" or "To Whom it May Concern."
- ✓ The Salutation does not include the person's first name. It should say "Dear Mr. Jones:", not "Dear Mr. Sam Jones:".
- ✓ The letter is printed on the same paper as your resume.
- ✓ The letter is tailored to a particular position/school district (not mass produced).
- ✓ The letter is in business-letter format.
- ✓ Use a professional closing at the end of your letter such as: sincerely, with best regards, truly yours, or respectfully.
- ✓ Your signature is at the bottom of the letter in blue or black ink.
- ✓ Proofread, Proofread, Proofread. Be sure the letter is completely free of spelling and grammar mistakes (don't count on spell check to catch them all).

REFERENCES

Guidelines

- ✓ Create a separate page for your references on paper that matches your resume and cover letter
- ✓ **Always** ask permission before using an individual's names as a reference, and ask for his or her preferred contact information
- ✓ Center information on the page
- ✓ List name, title, employer or organization, mailing address, phone number and e-mail address for each reference
- ✓ Do not use relatives or friends as references; use people who know about your work-related abilities on the job or in the classroom
- ✓ Request letters of reference from individuals who will provide candid and positive recommendations
- ✓ Former employers, internship or volunteer project supervisors, and faculty are good choices
- ✓ 3 to 5 references are appropriate
- ✓ Have your page of references prepared in the event you are asked to provide them and to take with you to interviews
- ✓ Ordinarily, references should not be submitted unless requested as part of the application process

References for
Noah Lott

Dr. Warren Peace
Chair
Department of English
Westminster College
New Wilmington, PA 16172
(724) 946-1212
peacewj@westminster.edu
(*Internship Supervisor*)

Mr. William R. Thomas
5th Grade Teacher
East Elementary School
Greenville Area School District
71 Columbia Avenue
Greenville, PA 16125
(724) 588-1173 – office
(724) 588-5555 – home
(*Student Teaching Supervisor*)

Dr. Darwin W. Huey
Chair, Education Department
Westminster College
New Wilmington, PA 16172
(724) 946-7186 - office
(724) 946-5555 – home
hueydw@westminster.edu

THANK YOU LETTERS

Guidelines

The headings for these letters are similar to the cover letter headings. Thank you letters should be sent within 24 hours of your interview. Some interviewers may have a preference for a handwritten/typed letter or an e-mail message, so use your best judgment for the type of thank you note you will send. If you were interviewed by more than one person, a separate note should be sent to each.

NAME

Your Present Address • City, State Zip Code • Phone Number
E-mail Address

Date of Letter

Individual's Name
Title
Employer
Street Address
City, State, Zip Code

Dear Mr./Ms./Dr. _____ (Last Name) _____:

First Paragraph: In your initial paragraph, thank the interviewer for the opportunity to be considered for the particular position. If possible, identify one or two things that came up in the interview to remind the interviewer of who you are.

Second Paragraph: Reinforce and highlight your qualifications. Rephrase your background and **briefly** explain how your skills, experience, and accomplishments make you right for the job. Also clarify anything you wish you had made more clear, or forgot to say, during the interview.

Closing Paragraph: In the closing paragraph, emphasize your interest in the position. Indicate that you look forward to hearing from the interviewer or refer to follow-up instructions discussed during the interview. Include your phone number. You may include your e-mail address if you wish.

Sincerely,

(Your Handwritten Signature)

Your Name Typed

Sample Thank You Letter

Ima Kneidajob
1234 Fifth Avenue
New Wilmington, PA 16172
724-555-1212

August 22, 2007

Dr. Ray O'Hope
Principal
Sunny Valley School District
321 Main Street
Key West, FL 11111

Dear Dr. O'Hope:

I appreciated the opportunity to meet with you yesterday to learn more about the Sunny Valley School District. It was interesting to learn that your superintendent, Nancy Rogers, is an alumna of Westminster College.

As we discussed, my education at Westminster and my student teaching experience in the fourth grade have well prepared me for the fourth grade teaching position in your district. My lesson planning abilities, classroom management techniques, and innovative instructional style would be of great value in the classroom. I am not sure I mentioned during my interview my desire to be involved in extracurricular activities. I believe extracurricular involvement allows for deepening of relationships with both students and parents, while enabling an educator to become more integrated into the community.

My interest in this position is strong. As you suggested, I will contact you next week to discuss the next steps. You can reach me on my cell phone at (724) 946-5555 or by e-mail at kneidaim@westminster.edu.

Sincerely,

(Your Handwritten Signature)

Ima Kneidajob

**Sample Thank You Letter
Non-Classroom**

Joe Seeker

21 Smith Road
New Wilmington, PA 16172
724-555-1212

August 8, 2007

Ms. Penelope Interviewer
Human Resource Director
Child Development Center
123 Hopkins Boulevard
New Castle, PA 16105

Dear Ms. Interviewer:

Thank you for the opportunity to interview with you yesterday afternoon. I am very interested in the Case Worker position you described.

My education and psychology classes, internship, summer jobs, and community service work at the Women's Shelter have prepared me well for a case worker's position. I am especially interested in the group therapy program you mentioned. I would welcome the opportunity to contribute to that effort.

I enjoyed meeting you and your staff and look forward to hearing from you soon. If I can provide any additional information, please contact me at (724) 555-1212 or at seekerjl@westminster.edu. Thank you again for your time and consideration.

Sincerely,

(Your handwritten signature)

Joe Seeker