
JANE STUDENT

1234 West Oak Street
Marion, IL 62959
618.555.9876
jstudent@siu.edu

- OBJECTIVE** To obtain a position as a social studies teacher at the secondary level
- EDUCATION** Bachelor of Science in History, December 2004
Southern Illinois University Carbondale
Minor: Political Science
- CERTIFICATION** Illinois Initial Secondary Type 09 Social Science – History (6-12)
Endorsement: Middle School Social Sciences
- RELEVANT EXPERIENCE**
- 9th Grade Student Teacher**, Marion High School, Marion, Illinois, Fall 2004
- Taught American and world history to ninth graders.
 - Developed a unit on early American explorers.
 - Sponsored a field trip to Ft. Massac encampment.
 - Co-advised the Social Studies Club.
- Crisis Counselor**, Community Hotline, Carbondale, Illinois, January 2003 to Present
- Receive and refer emergency and non-emergency phone calls
 - Recruit and train volunteers
 - Represent and promote the agency at public/community events
- Sponsor**, Big Brother Program, Sparta, Illinois, Summers 2003 & 2004
- Served as a mentor for two adolescents
 - Coached intramural softball
 - Participated in monthly parent meetings
- ADDITIONAL EXPERIENCE**
- Crew Chief**, McDonald's, Carbondale, Illinois, May 2001 to February 2003
- Trained counter staff
 - Open and closed store
 - Maintained public health code records
- VOLUNTEER** Church Organist
Carbondale Clean and Green
Special Olympics
- MEMBERSHIPS** Treasurer - Council for Students of Social Studies
Programming Chair - Student Recreation Society
- REFERENCES** Attached

NICHOLAS ANDERSON

1234 Wisteria Lane
Merryville, Illinois 61205
217-369-9876
nanderson@siu.edu

EDUCATION

Bachelor of Science, May 2005

Southern Illinois University, Carbondale, Illinois
Major: Elementary Education
GPA: 3.65/4.0

CERTIFICATION

03 IL Initial Elementary (K-9)

ENDORSEMENTS

Middle School Language Arts

PROFESIONAL EXPERIENCE

3rd Grade Student Teacher; Lewis Elementary School; Carbondale, Illinois; January 2005 – May 2005

- Provided classroom and individual instruction to 23 third grade students
- Wrote and delivered quality lesson plans
- Integrated audiovisual teaching aids into classroom instruction
- Participated in parent/teacher meetings and assisted in coordinating field trip activities

ADDITIONAL EXPERIENCE

Missouri;

Head Counselor; Camp Running Deer; Henderson, Summer 2004

- Trained and supervised team of 5 counselors
- Created and led daily activities and evening programs for group of 72 special-needs campers
- Promoted to position after serving as camp counselor; summers 2002 and 2003

MEMBERSHIPS

Elementary Education Student Association; General Member; September 2001 – Present

Student Illinois Education Association; General Member; October 2002 – Present

REFERENCES

Attached

SUZIE TEACHER

1234 Wisteria Lane
Merryville, Illinois 61205
217-555-5555
steacher@siu.edu

EDUCATION

Bachelor of Science, December 2007
Southern Illinois University, Carbondale, Illinois
Major: Elementary Education
GPA: 3.65/4.0

CERTIFICATION

IL Initial Elementary Type 03 (K-9)
Endorsements: Middle School Language Arts
Middle School Social Science

STUDENT TEACHING

**3rd Grade Student Teacher; Lewis Elementary School;
Carbondale, Illinois; August 2007 – December 2007**

- Provide classroom and individual instruction to 23 third grade students.
- Write and deliver quality lesson plans.
- Integrate audiovisual teaching aids into classroom instruction.
- Participate in parent/teacher meetings and assist in coordinating field trip activities.
- Plan and implement four week unit regarding Women's History Month.
- Serve as member of Fall Carnival Committee.

FIELD OBSERVATION

3rd Grade, Lewis Elementary School; Carbondale, Illinois; Spring 2007
5th Grade, Herrin Elementary School; Herrin, Illinois; Fall 2006

ADDITIONAL EXPERIENCE

**Head Counselor; Camp Running Deer; Henderson, Missouri;
Summer 2006**

- Trained and supervised team of 5 counselors.
- Created and led daily activities and evening programs for group of 72 special-needs campers.
- Promoted to position after serving as camp counselor; summers 2004 and 2005.

MEMBERSHIPS

- Elementary Education Student Association; General Member; September 2004 – Present.
- Student Illinois Education Association; General Member; October 2005 – Present.

SUSAN MARIE JONES

1323 East Elm Street - Centralia, Illinois 62456 - 618.654.7890 - jones@siu.edu

OBJECTIVE

To obtain a position as an elementary special education teacher

EDUCATION

Bachelor of Science in Education, August 20xx
Southern Illinois University Carbondale
Major: Special Education
Dean's List four semesters
Phi Kappa Phi Honor Society

CERTIFICATION

Illinois Initial Special Education Type 10 K – 12 (LBS-1)

RELEVANT EXPERIENCE

Student Teacher, Spring 2005

Williamson Co. Special District, Marion, Illinois

- Evaluated and developed educational activities for 25 elementary students in a resource room
- Participated in parent/teacher meetings and assisted in coordinating field trip activities

Student Teacher, Spring 2005

Dongola High School, Dongola, Illinois

- Taught 15 students in a behavior disorder class
- Consulted with school social worker in planning individualized educational activities
- Sponsored "Parents as Teaching Partners" program

Counselor, Summer 2003

Pike's Peak Co. Park, Colorado Springs, Colorado

- Planned and led individualized social activities for behavioral disordered youth
- Held weekly staff planning sessions and supervised 10 part time volunteers

ADDITIONAL EXPERIENCE

Assistant Manager, February 1999 – December 2005

Casual Corner, Carbondale, Illinois

- Hired as sale associate and promoted after eight months
- Scheduled and trained five staff
- Designed promotional displays and controlled inventory.

VOLUNTEER EXPERIENCE

- Student Life Advisor
- American Red Cross Blood Drive
- Habitat for Humanity

References attached

JANE MARIE DOWNS

jdowns@siu.edu

HOME ADDRESS

1022 East Sunset
Peoria, Illinois 56743
309.221.1234

SCHOOL ADDRESS

213 West College
Carbondale, Illinois 62901
618.090.7890

OBJECTIVE To secure a position as a classroom teacher in a preschool through third grade room

EDUCATION Bachelor of Science, May 20xx
Southern Illinois University Carbondale (SIUC)
Major: Early Childhood Education
Specialization: Preschool/Primary

CERTIFICATION Type 04 Illinois Initial Early Childhood
Special Education Approval

Associate of Science, Dec. 20xx
John A. Logan College, Carterville, Illinois

PROFESSIONAL PREPARATION *Student Teacher* - Child Development Laboratory, SIUC., Fall 2004.

- Created, delivered, and evaluated educational activities for 25 preschoolers.
- Designed unit and assembled a study guide for department.
- Coordinated an international festival week.

Student Teacher - Winkler School, Carbondale, Illinois, Fall 2004.

- Taught a 23 pupil second grade.
- Planned and created seasonal, interactive bulletin boards.
- Supervised playground activities and provided after school tutoring.

Volunteer - Latchkey Program, The Women's Center, Carbondale, Illinois. October 2003 – December 2004

- Supervised play activities and assured student safety.
- Assisted professional staff with

ACTIVITIES Girl Scout Troop Leader
United Way Campaign Chairperson
Southern Illinois Literacy Program Tutor
Kids Day in the Park
Special Olympics

WORK HISTORY Personnel Assistant - Sears, Marion, Illinois, May 2002 to July 2004
Library Clerk - Morris Library, SIUC, Summer 2003
Receptionist - Carbondale Clinic, Carbondale, Illinois, Summer 2002