Develop a professional résumé using the resources provided. At a minimum, include the following:

* Name and contact information: Full name, address, phone number, email address
* Statement or Objectives
* Education
* Certifications
* Work Experience
* Additional Skills

Your resume is pleasantly visual with all the essential categories. Your highlighted experience is very relevant to education as working with people is the cornerstone of teaching. Rather than listing your duties for each job, emphasize accomplishments as they relate to education (i.e., management changes, took leadership to reorganize, writing promotions, judging awards). Be sure to include keywords such as patience, conflict resolution, team building & leadership and/or student advocacy.

Cindy

First and Last Name

Address | phone | email address

# Objective

It is my goal to enhance my professional, and educational skills in a stable and dynamic workplace, as well as to build a long-term career in the field of education, with opportunities for career growth. In addition, I would like to bring my strong sense of dedication, motivation, and responsibility to secondary students, where I can utilize my qualifications as an English teacher obtained through Grand Canyon University.

# Education

## Advanced High School Diploma | June 2007 | NAME OF high school

* General Education
* Honors Courses

## Bachelor of Science in Secondary Education | december 2018 | grand canyon university

* Major: English
* Minor: None
* Related coursework: Through my education at GCU, I have taken courses specifically related to, and required for, a degree in Secondary Education. Some of this course work include methodology courses, literature (both American and British), Special Education, and diversity and classroom management.

# Skills & Abilities

## Leadership

* I have served as the Youth Football League Vice President for the last eight years. This position requires a great deal of community outreach, and cooperation with parents, athletes, and other football leagues outside of our own area with whom we compete each season. This position also requires a high level of organization.

# Experience

## substitute teacher | lyon county school district | august 2016-present

* As a substitute teacher, I am required to fill in for the regular teacher in the event of a prearranged or emergency absence. It is my responsibility to ensure all students are safe in my classroom, and to have effective classroom management skills so that all work required by the teacher is completed by all students while the teacher is absent. All teacher responsibilities throughout the typical school day are my responsibilities as their substitute.

## lifeguard | mason valley swim center | may 2004 – august 2007, may 2017-august 2018

* As a lifeguard, my key responsibility is for the safety of all patrons of the Mason Valley Swim Center. This position requires rigorous, and extensive training in professional rescuing, CPR, and first aid. In addition to maintaining a safe environment for patrons, the Lifeguard is also responsible for the completion of various office tasks, as well as the teaching of swim lessons to the youth of the community that have registered.

**rural mail carrier | united states postal service | july 2013 – august 2016**

* As a mail carrier, I was responsible for ensuring that all of the mail, and packages belonging to individuals living on my route was delivered correctly, and in a timely manner. I was required to sort and organize my own mail, and packages, handle certified/registered mail with care, and confidentiality, and to deliver these items using USPS protocol. During holiday seasons, this position required long hours, and I would often assist carriers of the other routes to get their mail, and packages delivered as well.

**COACH COUNSELOR | RITE OF PASSAGE – SILVER STATE ACADEMY | AUGUST 2012 – JULY 2013**

· As a coach counselor, I was responsible for the safety of the students in my unit, as well as making sure that their routines were followed, and all daily activities were completed. I was with them from the time they woke up, while they attended school, after school activities, and during their night program until they went to bed. This position required 16 – 18 hour shifts, so a great level of dedication to the job was required. I was also required to complete weekly trainings, log information into the computer for the next shift, and oversee additional activities for the students.

**SERVER | GOLDEN TAVERN RESTARAUNTS – SPARKYS SPORTS BAR | MAY 2010 – AUGUST 2012**

· Key responsibilities included providing customer service to all patrons of Sparky’s Sports Bar in a friendly, professional, efficient, and timely manner. I was required to obtain an alcohol service card after a training in the dangers of over intoxication. I was required to serve, bus, and clean my own tables, cut fruit, prepare dressings, fill ice, do dishes, assist the bar tender, and balance my money at the end of the night.

**CUSTOMER SERVICE REPRESENTATIVE | WEST CORP | SEPTEMBER 2007 – APRIL 2010**

· As a customer service representative for West Corp., I was required to provided assistance and troubleshooting for customers of AT&T Cellular. This included assisting in billing, technical issues, and sales. This job required weekly trainings, as well as skill in multitasking, and a high level of computer proficiency, and typing speed of 65 words per minute.