**FirstName LastName**

(931) 123-4567 | firstname.lastname@gmail.com | Pulaski, TN 38478

**PROFESSIONAL SUMMARY**

In roughly 3-4 sentences, list the skills and personal traits you offer to an employer (i.e., ability to lead, learn quickly, complete tasks efficiently), and they should relate directly to the position you are applying for like the following: Effective communicator, building rapport easily with patients from diverse backgrounds. Detail oriented, recording needed information accurately and updating reports efficiently.

**EDUCATION**

**The University of Tennessee Southern** Pulaski, TN

*Bachelor of XXXX*, Major, GPA #.#/4.0 Month 20XX

**Honors:** Listed By Their Official Title

**CLASSROOM EXPERIENCE**

**School Name** City, ST

*Position Title* Month 20XX – Present

* Begin each bullet point with a past-tense action verb/skill to communicate a successful outcome.
* Use quantifiable accomplishments and numbers as often as possible and not simply the tasks that were completed.
* Align your experiences with those shown in the job description for the position to which you’re applying.

**Richland Elementary School** Lynnville, TN

*Student Teacher* Month 20XX – Present

* Planned and delivered mathematics instruction for 27 third grade students, while maintaining a positive and proactive learning environment.
* Built three weeks of lesson plans that were integrated into the classroom and observed parent meetings to enhance communication strategies.

**PRACTICUM EXPERIENCE**

**Fifth Grade Science and Social Studies**, *Pulaski Elementary School*, Pulaski, TN, Fall 20XX

**Second Grade Reading**, *Cornersville Elementary School*, Cornersville, TN, Spring 20XX

**OTHER PROFESSIONAL EXPERIENCE**

**Company Name** City, ST

*Position Title* Month 20XX – Present

* Begin each bullet point with a past-tense action verb/skill to communicate a successful outcome.
* Use quantifiable accomplishments and numbers as often as possible and not simply the tasks that were completed.
* Align your experiences with those shown in the job description for the position to which you’re applying.

**ACTIVITIES**

**Office of Admissions**, *Campus Tour Guide*, Month 20XX – Present

**Campus Organization**, *Position Title*, Month 20XX – Present