***Sample Resume***

***Font = Times New Roman – Size 14 point headings, 12 point all other text***

**FIRST NAME LAST NAME**

19 Elm Street

Sherwood Park, AB T8A X0X

(780) 467-0000–work

(780) 467-0101–home

first.last@eips.ca

**EDUCATION**

**University of Alberta** Edmonton, Alberta

[Master](http://www.edpolicystudies.ualberta.ca/Resources/GraduateStudentResources.aspx) of Education Graduated November 2010

**University of Alberta**  Edmonton, Alberta

Bachelor of Education Graduated June 2000

Major: \_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_

*(Put most recent degree first)*

**LEADERSHIP EXPERIENCE** *(leave out if not applicable)*

**Elk Island Public Schools** Sherwood Park, Alberta

## Department Coordinator, Elm Street High School August 2010 – present

Example: Responsible for department coordination and instructional leadership for English Department, with seven teachers teaching nine courses

*List each leadership position separately from the most current to least current.*

*Provide a brief description of each leadership position.*

**LEADERSHIP FOR TOMORROW** *(leave out if not applicable)*

Completed June 2011

**TEACHING EXPERIENCE** *(include student teaching if applicable)*

**Elk Island Public Schools** Sherwood Park, Alberta

## Elm Street High School August 2006 – present

Example: Taught a grade five classroom with 25 students; ten students were on IPP’s. Responsible for teaching all subjects except music. Supervised two EA’s who worked with special needs students.

*List each teaching position separately from the most current to least current.*

*Provide a brief description of each teaching assignment.*

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**OTHER WORK EXPERIENCE**

**University of Alberta** Edmonton, Alberta

## Resident Advisor Aug. 1997 – May 1999

Example: Managed the day-to-day operations of university’s residence life program on a floor of the university residence. Responsible for 35 student residence rooms, and 70 students.

*List each related work experience position separately from the most current to least current.*

*Provide a brief description of the responsibilities of each work assignment.*

**COMMITTEES AND VOLUNTEER ACTIVITIES**

**Elk Island Public Schools** 1999 - 2003

Professional Development Committee *(briefly explain)*

*List each committee from most current to least current.*

*List each volunteer activity from most current to least current.*

**AWARDS/RECOGNITIONS/PROFESSIONAL DEVELOPMENT CERTIFICATES**

**Elk Island Public Schools**

Elk Island Public Schools Excellence in Teaching Nominee 2005-2006

Cognitive Coaching Certificate – six day training 2003

**University of Alberta**

Walter H. Johns Scholarship 2009-2010

Xi Theta Graduate Fellowship 2008-2010

*List awards, recognitions, and professional development certificates in separate sections from most current to least current.*

**PUBLICATIONS** *(leave out if not applicable)*

***The English Teacher and Discipline: A Provincial Survey*** *November 2000*

Journal of English, Volume 39, #2

**RECENT PRESENTATIONS** *(leave out if not applicable)*

**Greater Edmonton Teachers Convention** Edmonton, Alberta

Title of Presentation *February 2010*

*List presentations from most current to least current.*

**OTHER**

*List experience or credentials not previously covered*

**REFERENCES**

*List Names and Phone numbers of three current references. Choose references that can comment on your school related experience.*

First Name Last Name

Relationship to you (supervisor, professor, colleague)

Address

City, Province

Phone Number