**(TEMPLATE)**

**Name**

**Address**

**Phone Number**

**E-Mail Address**

**OBJECTIVE:** (Must be specific to Teacher Assisting Apprenticeship or Student Teaching Internship. Remember that this is an objective to teacher assist in an elementary classroom, secondary classroom, special education, etc., do not include specific grade level or subject area details.)

Examples: To teacher assist in a secondary classroom apprenticeship.

To student teach in a special education classroom internship.

**EDUCATION:** Any colleges you may have attended with the **dates attended**, **degrees earned**, or **anticipated degree and date of completion**. *List the most recent first.*

Example:

2019-Present

Grand Valley State University

Allendale, Michigan

Bachelor of (Arts or Science)

Major:

Major: (Education or Special Education)

Minor:

**RELATED EXPERIENCE:** *List the most recent first*

Examples:

August 2021-December 2021

Teacher Assisting, 4th Grade

East Leonard Elementary School

Grand Rapids Public Schools

* Developed and presented lesson plans
* Learned classroom management strategies
* Attended Parent-Teachers Conferences
* Etc.
* Etc.

June 2021-August 2021

Summer Camp Counselor

YMCA Camp Manitou-Lin

* Insert job description
* Etc.

January 2021-April 2021

Math Tutor

* Insert job description
* Etc.

September 2020-October 2020

Coach, Sunday School Leader, etc.

* Insert job description
* Etc.

**WORK EXPERIENCE:** *List the most recent first*

Example:

Date: (From-To)

Job Title

* Insert job description
* Etc.

**HOBBIES/INTERESTS:** Provide some personal information that helps the reader to know who you are as a person.

**REFERENCES:** Have at least 3 references. Provide **name**, **title of person**, **company name**, **phone number**, and **e-mail address**. Example:

Jane Doe

Director of Educational Services

Educational Success Center

223-456-7890

[doej@esc.edu](mailto:doej@esc.edu)

Remember, this is your best marketing tool, make it perfect!

The GVSU Career Center is available to support you in developing a high-quality resume: <https://www.gvsu.edu/careers/resume-guide-178.htm>

Schedule an appointment with the GVSU Career Center: 616-331-3311