

Sample Resume for those interested in being considered for the Assistant Principal Pool
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 of Education Graduated November 2010

University of Alberta Edmonton, Alberta
Bachelor of Education Graduated June 2000
Major: _____
Minor: _____

LEADERSHIP EXPERIENCE

Elk Island Public Schools Sherwood Park, Alberta
Department Coordinator, Elm Street High School August 2010 – present

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

LEADERSHIP FOR TOMORROW

Completed June 2011

TEACHING EXPERIENCE

Elk Island Public Schools Sherwood Park, Alberta
Elm Street High School August 2006 – present
Brief description of teaching assignment(s)

List each teaching position separately and the most current to least current

OTHER WORK EXPERIENCE

University of Alberta Edmonton, Alberta
Resident Advisor Aug. 1997 – May 1999

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.

COMMITTEES AND VOLUNTEER ACTIVITIES

Elk Island Public Schools 1999 - 2003
Professional Development Committee (briefly explain)

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

PUBLICATIONS

The English Teacher and Discipline: A Provincial Survey November 2000
Journal of English, Volume 39, #2

RECENT PRESENTATIONS

Greater Edmonton Teachers Convention Edmonton, Alberta
Title of Presentation February 2010

OTHER

List experience or credentials not previously covered

REFERENCES

List Names and Phone numbers of three current references

First Name Last Name

Relationship to you (supervisor, professor, colleague)

Address

City, Province

Phone Number