**Sample Admin 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: \_\_\_\_\_\_\_\_\_

**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)

Last Name page two

**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