

*Sample Teaching 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

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**EDUCATION**

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**University of Alberta**  
Master of Education

Edmonton, Alberta  
Graduated November 2010

**University of Alberta**  
Bachelor of Education

Edmonton, Alberta  
Graduated June 2000

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

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

*(Put most recent degree first)*

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

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**Elk Island Public Schools**  
Department Coordinator, Elm Street High School

Sherwood Park, Alberta  
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.*

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

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Completed

June 2011

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

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**Elk Island Public Schools**  
Elm Street High School

Sherwood Park, Alberta  
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**

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**University of Alberta**  
Resident Advisor

Edmonton, Alberta  
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.*

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## **COMMITTEES AND VOLUNTEER ACTIVITIES**

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**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.*

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## **AWARDS/RECOGNITIONS/PROFESSIONAL DEVELOPMENT CERTIFICATES**

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**Elk Island Public Schools**

Elk Island Public Schools Excellence in Teaching Nominee  
Cognitive Coaching Certificate – six day training

2005-2006  
2003

**University of Alberta**

Walter H. Johns Scholarship  
Xi Theta Graduate Fellowship

2009-2010  
2008-2010

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

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

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

November 2000

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

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**Greater Edmonton Teachers Convention**  
Title of Presentation

Edmonton, Alberta  
February 2010

*List presentations from most current to least current.*

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## **OTHER**

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*List experience or credentials not previously covered*

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## REFERENCES

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*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