**Sample Resume for those interested in being considered for the 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](http://www.edpolicystudies.ualberta.ca/Resources/GraduateStudentResources.aspx) of Education Graduated November 2010

**University of Alberta**  Edmonton, Alberta

Bachelor of Education Graduated June 2001

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

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

**LEADERSHIP EXPERIENCE**

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

## Assistant Principal, Elm Street High School August 2008 – present

Responsible for assisting with staffing, selection, supervision, staff development and evaluation of school personnel. Ensured compliance with records management for efficient operation of school, facilitated efficient utilization and coordinated maintenance of the school, and ensure compliance with provincial diploma examination administration. Assisted principal in establishing and maintaining relationship with parent council. Helped facilitate positive relationships between school departments. Oversaw discipline and academic achievement of high school students, specifically grade 10 students.

**LEADERSHIP FOR TOMORROW**

Completed June 2011

**TEACHING EXPERIENCE**

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

## Birch High School August 2001 – 2008

Brief description of teaching assignment(s)

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

**OTHER RELATED WORK EXPERIENCE**

**University of Alberta** Edmonton, Alberta

## Lab Assistant Aug. 1997 – May 1999

Served as a lab assistant for EDPS 410 for Winter term.

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**PROFESSIONAL ACTIVITIES**

**Elk Island Public Schools**

Cognitive Coaching Certificate – six day training 2003

**Elk Island Public Schools** 2002 - 2003

Professional Development Committee (briefly explain)

**VOLUNTEER ACTIVITIES**

**Fort Saskatchewan, Alberta**

Coached Midget Hockey Team 2003

**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