

# John Doe

555-555-5555 / [email@gmail.com](mailto:email@gmail.com)

## PROFILE

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Professional individual seeking full-time employment.

## SKILLS

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1. Microsoft Office
2. Written and verbal communication
3. Time management
4. Organization
5. Meeting deadlines
6. Problem solving

## EMPLOYMENT

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Gail Borden Library, Elgin, IL ~ June 2014 – Present

### Technology Trainer

- Design classes based on community needs
- Re-design classes when needed
- Create class materials (including handouts and activities)
- Teach classes

XYZ Elementary School, Anytown, IL ~ January 2010 – June 2014

### 4<sup>th</sup> Grade Teacher

- Teach 4<sup>th</sup> grade students their determined curriculum based on Illinois learning standards
- Engage students in active, project-based learning
- Utilize a variety of assessment strategies
- Participate in various before and after-school activities
- Teacher of the Year Award winner 2012