

John Doe

555-555-5555 / email@gmail.com

Profile

Professional individual seeking full-time employment.

SKILLS

Microsoft Office, Written and verbal communication, Time management, Organization,
Meeting deadlines, Problem solving

Employment

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

4th Grade Teacher

Teach 4th 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

REFERENCES AVAILABLE UPON REQUEST