[Sample: *Secondary Education- New Graduate*]

**BERNADETTE SMITH**

 1234 Western Ave., Park Forest, IL 60466

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# SUMMARY of SKILLS

Seeking a position as a secondary English teacher utilizing the skills below while working with students:

* Strong classroom management derived through experience.
* Comprehensive knowledge of English literature.
* Ability to speak fluent English and French conversationally.
* Knowledge of Microsoft Word, PowerPoint, Skyward, and SmartBoard.

## EDUCATION

**Governors State University**, University Park, IL, Expected May 2025

Bachelor of Arts, Education, Type 09 Teaching Certification

Emphasis in English, Dean’s List 2011-2013

**Moraine Valley Community College**, Palos Hills, IL, May 2021 Associate in Liberal Arts

## RELEVANT COURSEWORK

Modern American Poetry, Contemporary American Literature, Major English Authors, Modern English Grammar, Methods of Teaching English Shakespeare’s Plays, World Mythology, Major American Authors, and Major Black Authors

## TEACHING EXPERIENCE

**Hometown High School**, Hometown, IL, January-April 2020

Student Teacher

* Generated an effective unit plan for Shakespeare’s Macbeth, helping students to comprehend the main concepts of the play and be less intimidated by unfamiliar vocabulary.
* Taught F. Scott Fitzgerald’s The Great Gatsby through drawings, discussions, and acting in order to involve students in the novel and to understand the importance of the 1920s era.
* Acted as a liaison between administration, parents, and students to increase family participation.

Clinical Lab Experience, October-December 2019

* Incorporated discussion-based learning into the curriculum through group activities.
* Focused on Junior and Senior literature courses and the school newspaper to teach journalism methods to upper-division students.
* Edited student essays for accuracy and depth to increase student writing skills.
* Prepared lesson plans and projects to include all learners in the classroom setting, including students with special education needs.
* Collaborated with students and families each semester through phone calls and visits to increase self-esteem and improve student grades.

## RELATED EXPERIENCE

**ABC High School**, Hometown, IL, August 2016-September 2018

Tutor

* Oriented freshmen students to high school level assignments to improve adjustment skills.
* Facilitated writing assignments to create clear summaries from current periodicals.
* Mentored students in the improvement of writing skills and abilities after school.
* Assisted students to increase understanding of sentence structure in the English language.