

FIRST NAME LAST NAME

City, State

Phone Number

Emailaddress@provider.com

linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

B.S.Ed. in Elementary Education, Northern Illinois University, DeKalb, IL, May 20XX

GPA: 3.7/4.0

Scholarships: Dr. Laurence A. Mack Memorial Scholarship
Penelope (Penny Fike) Cameron College of Education Scholarship

TUTORING EXPERIENCE

Supplemental Instructor, Huskie Academic Support Center, DeKalb, IL, August 20XX – Present

- Create lesson plans for college algebra classes; present lessons and facilitate class discussions once a week
- Motivate students to attend class by maintaining constant contact via e-mail and telephone
- Contact professor when students are not doing well; provide students with suggestions for improvement

VOLUNTEER EXPERIENCE

Troop Leader, Girl Scouts of Northern Illinois, Rockford, IL, June 20XX – February 20XX

- Helped girls develop courage, confidence, and character by serving as a role model and mentor
- Organized outdoor and crafting activities for troop of twelve girls ages 8 – 11
- Presented anti-bullying presentation to troop, their families, and community members

Homework Helper, Holy Family Church, Rockford, IL, September 20XX – June 20XX

- Tutored elementary school aged students during Sunday School on basic math and English
- Developed worksheets to make math and English more engaging by using examples from popular TV shows and movies

CAMPUS ACTIVITIES

- **T.E.A.C.H. House Living Learning Community**, Northern Illinois University, DeKalb, IL, August 20XX – Present
- **Northern Illinois Association for the Education of Young Children**, Northern Illinois University, DeKalb, IL, January 20XX – Present

ADDITIONAL EXPERIENCE

Dining Room and Banquet Server, Forest Hills Country Club, Rockford, IL, May 20XX – Present

- Fulfill requests from members and guests to create a memorable dining experience
- Provide friendly and accurate customer service by greeting guests and responding to their requests in a courteous manner
- Work on a team and trained three new servers on service standards and food/beverage preparation