

**FIRST NAME LAST NAME**

City, State

[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Phone Number

[linkedin.com/in/firstnamelastname/](https://www.linkedin.com/in/firstnamelastname/)

**OBJECTIVE**

A \_\_\_\_\_ position utilizing my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills

**EDUCATION**

**B.S. 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**, Northern Illinois University ACCESS, 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 12 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 3 new servers on service standards and food/beverage preparation