

Sample Resume

[Your Name]

[Your Address]

[Phone]

[Cell Phone]

[Email]

[Certification Elementary or Secondary]

[Highly Qualified Areas i.e. ele ed, math]

[Date Certification Received]

[MLPP certified if applicable]

EDUCATION

List from most recent to first degree include certification and endorsement(s)

TEACHING EXPERIENCE

List experience from current to first teaching position. Include any summer programs or other teaching experience

RELATED EXPERIENCE

Substitute teaching and any other relevant experience to teaching (do not include church teaching i.e. church youth group)

COMMITTEES

i.e.. Curriculum Committee etc.

PROFESSIONAL DEVELOPMENT

Seminars, workshops, etc.

(Please put the Autobiographical Statement and Coursework on a separate page from resume using the “page break” function in MS Word)

AUTOBIOGRAPHICAL STATEMENT

One to two paragraphs discussing teaching experiences and why you’ve chosen to go into special education.

School Administrators will be looking at your commitment and interest in teaching students with special needs, as well as, your writing ability. Remember to proofread the statement and have a second person proofread for spelling and grammatical errors. Spell check does not pick up synonyms when checking for spelling.

Autobiographical Statement Example

Positive environmental influences of my childhood reflect the person I am today. I was blessed to have been able to absorb all the wonderful things from so many different experiences. A nurturing family, teachers and community members also contribute to these experiences. They told me to always have hopes and aspirations. Setting goals and accomplishing them was a way of life. They said that education was the key that opened the door to dreams being fulfilled. I realize now that it was determination in conjunction with these beliefs that became my motivation to succeed at whatever task that was set before me.

Travel experiences have also played a major role in establishing my drive for knowledge. Every place that I have visited has made me want to learn more about different cultures and have a deeper appreciation for mankind. Living in different cities taught me to be flexible and to adapt my environment to the new situation. Making friends was easy because I demonstrated compassion and patience in situations inside the classroom as well as outside the classroom. I was often asked by my teachers to help other students with their assignments. I think this was my first calling towards teaching. I seemed to have had a natural talent for helping others.

My hunger for being a life-long learner has immersed me into the field of education. I know that I will be learning from my students just as they are learning from me. Sharing some of these wonderful experiences with students

will be the most rewarding experience I will have ever encountered. My goal is to teach students' lives so that they will learn to set high expectations and reach them. I believe that every child can and will learn given a positive environment.

SPECIAL EDUCATION COURSEWORK

Course	Course Title	Semester Taken	Grade
EDU 508	Individuals with Special Needs	Fall '05	A+

Total Credits _____