



**Benedictine University  
School of Education**

**Sample Resumes for Student Teaching  
Candidates**

**2016-2017**

Three sample resumes for student teaching candidates to use as format models for their *Student Teacher Placement Packet* follow. Although separate examples of content appropriate for Elementary/Special Education majors, Secondary Education Majors, and PE/Music Education majors are provided, the format remains the same across all resumes. It is consequently recommended that candidates refer to all three examples, when writing their personal resumes. Additional guidelines for resume writing can be found on page 7 of the *Student Teaching Placement Procedures* document.

**FORMAT FOR RESUME**  
**(Sample for Elementary & Special Education)**

**SARAH IBRAHIM**

11 S. North Park Avenue  
Villa Park, IL 60422  
(630) 555-4321  
sarah\_ibrahim@ben.edu

**EDUCATION**

2015-present	Benedictine University Lisle, IL	Bachelor of Arts Degree Anticipated: May, 2017 Major: (Elementary or Special Education) Minor: (Complete as Applicable)
2013-2015	College of DuPage Glen Ellyn, IL	Associate of Arts Degree Major: Liberal Arts
2009-2013	Hinsdale South High School Darien, IL	Diploma

**TEACHING AND RELATED EXPERIENCE**

Spring, 2016	<u>Preclinical Experience</u>	Lincoln Elementary School Naperville, IL
	Participated in a second grade classroom, facilitated and taught lessons, and assessed student progress. Emphasis was placed on teaching small groups of students with and without disabilities, understanding teacher/learner behavior, and assisting in the adaptation of curricular materials for students with disabilities.	
2013-2016	<u>Volunteer Tutor</u>	Highland Elementary School Downers Grove, Illinois
	Provided after-school academic tutoring in reading and math, to students in second through fifth grades, including both typical students and students with disabilities.	
Summer 2015	<u>Camp Counselor</u>	Tapawingo Girl Scout Camp Metamora, IL
	Coordinated arts and crafts activities for campers ages 8-12 years. Taught beginning swimming lessons to campers ages 6-10 years.	

**ADDITIONAL WORK EXPERIENCE**

2013-2015	<u>Day Care Provider</u>	Private Home Naperville, IL
	Provided in-home, after school day care for two children, ages 8 and 10 years. Provided academic tutoring and homework assistance to the children.	

## **ACTIVITIES AND SERVICE**

Benedictine University (BU) Volleyball Team (2015-present), Captain (2016)  
Volunteer Reading Tutor, BU Student Success Center (2015-2016)  
Best Buddies, BU Chapter (2015 – present)  
BU Cultural Fair Committee (2015-2016)  
Walk for Autism, BU Ernie's Eagles Team (2016)  
Volunteer Coach, Special Olympics (2012-present)  
Volunteer, DuPage Food Pantry (2012-present)

## **AWARDS AND RECOGNITION**

BU Leadership Award (2016)  
Itard Scholarship in Education (2015)  
BU Dean's List (4 semesters)  
Student Council for Exceptional Children (SCEC), Treasurer (2016)  
Meritorious Service Award, DuPage Special Olympics Committee (2015)

[Note: List only post-high school level achievements]

## **MEMBERSHIPS**

Kappa Delta Pi (KDP), International Education Honorary Society  
Illinois Education Association (IEA), BU Student Chapter  
Illinois Reading Council (IRC)  
Prairie Area Reading Council (PARC)  
International Council for Exceptional Children (CEC)  
Autism Society of Illinois (ASI)

## **PROFESSIONAL DEVELOPMENT**

Indian Prairie School District 204, Workshop on Curriculum-Based Measurement, Naperville, IL.  
April, 2016.  
Paul H. Brooks Inclusive Education Webinar Series, "Planning for Full Participation and Learning in the  
Inclusive Classroom," February, 2016.  
Illinois Council for Exceptional Children (ICEC), State Convention, Lisle, IL. November, 2015.  
32nd Annual Reading Conference, Concordia University, River Forest, IL. February, 2015.

## **SPECIAL TALENTS AND SKILLS**

Fluent in Urdu  
Basic Proficiency in American Sign Language (ASL)  
Crisis Prevention Intervention (CPI) Certified  
Specialized Training in Augmentative and Alternative Communication (AAC) Devices

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**FORMAT FOR RESUME**  
**(Sample for Secondary Education)**

**MATT LINCOLN**  
123 Springfield Drive  
Wheaton, IL 60045  
(630) 555-1234  
matthew\_lincoln@ben.edu

**EDUCATION**

2015-present	Benedictine University Lisle, IL	Bachelor of Science Degree Anticipated: May, 2016 Major: Biology Minor: Secondary Education
2013-2015	College of DuPage Glen Ellyn, IL	Associate of Arts Degree Major: Liberal Arts
2009-2013	Glenbard East High School Lombard, IL	Diploma

**TEACHING AND RELATED EXPERIENCE**

2016	<u>Preclinical Experience</u>	Downers Grove South High School Downers Grove, IL	Participated in grade 9-10 Science classes, assisting in the instruction of introductory Biology. Emphasis was placed on teaching small groups, setting up and supervising lab work, understanding teacher/learner behavior, and adapting curricular materials..
2016	<u>Preclinical Experience</u>	Madison Junior High School Naperville, IL	Participated in grade 7-8 science classes, assisting in the instruction of Earth/Space Science and Physical Science. Emphasis was placed on assisting the teacher with lab activities, facilitating small group activities, and constructing Science unit wall displays..
2015	<u>Nature Specialist</u>	Tapawingo Girl Scout Camp Metamora, IL	Nature specialist responsible for instructional and experimental programs. Emphasis was placed on teaching and implementing environmental safety program, supervising nature expeditions and teaching conservation.
2013-2015	<u>Assistant Coach</u>	Naperville YMCA Naperville, IL	Volunteer coach for Sharks Swimming Program. Emphasis was placed on being a collaborative member of the coaching team, instilling sportsmanship to students, and teaching/coaching students for skill development.

**ADDITIONAL WORK EXPERIENCE**

2015 –Present	<u>Science Lab Assistant</u>	Benedictine University, Department of Biological Sciences Lisle, Illinois	Assisted in the setting up and taking down of labs, introducing topics at the beginning of class, providing assistance to students during lab time, and grading papers.
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2013 -2015

Teller

First National Bank of Naperville  
Naperville, Illinois

Teller responsible for account transactions. Emphasis on assisting with deposits and withdrawals, account payments, and human relations.

## **ACTIVITIES AND SERVICE**

Benedictine University (BU) Swimming Team (2015-present), Captain (2016)  
Volunteer, Waubonsie Valley High School Science Fair (2015-present)  
Volunteer Math Tutor, BU Student Success Center (2015-2016)  
Student Recruiter, BU Admissions Office (2015-2016)  
BU Homecoming Committee (2015)  
Volunteer, Downers Grove Food Pantry (2010-2015)

## **AWARDS AND RECOGNITION**

Conrad Gesner Scholarship (2016)  
BU St. Benedict Transfer Student Award (2015)  
BU Dean's List (4 semesters)  
Outstanding Transfer Student, Biology Department (2015)  
Volunteer of the Year, Downers Grove Food Pantry (2015)

[Note: List only post-high school level achievements]

## **MEMBERSHIPS**

Kappa Delta Pi (KDP), International Education Honor Society  
National Association for Research in Science Teaching (NARST)  
National Science Teachers Association (NSTA)  
Illinois Association of Biology Teachers (IABT)  
Illinois Education Association (IEA), BU Student Chapter

## **PROFESSIONAL DEVELOPMENT**

Illinois Association of Science Educators (IASE), State Conference, Wheaton, IL. January, 2016.  
Northern Illinois University, Chemical Hazards Training, DeKalb, IL. June, 2016.  
Northern Illinois University, Radiation Training, DeKalb, IL. May, 2016.  
Lisle School District 202, RTI Tier II Interventions Workshop, Lisle, IL. March, 2015.

## **SPECIAL TALENTS AND SKILLS**

Fluent in Spanish  
Current in American Red Cross CPR and Blood Borne Pathogen Training  
Experience in the Use of Diverse Assistive Technology and Instructional Software

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**FORMAT FOR RESUME**  
**(Sample for Music & Physical Education)**

**Abigail Smith**  
6789 School Street  
Oak Forest, IL 60123  
(708) 555-4321  
Abigail\_smith@ben.edu

**EDUCATION**

2013-present	Benedictine University Lisle, IL	Bachelor of Science Degree Anticipated: May, 2016 Major: Physical Education Minor: Music
2009-2013	Oak Forest High School Oak Forest, IL	Diploma

**TEACHING AND RELATED EXPERIENCE**

2016	<u>Preclinical Experience</u>	Thomas Jefferson Junior High School Woodridge, IL	Participated in grades 6-8 Physical Education classes, assisting in the instruction of Health and skill related fitness and general sports activities. Emphasis was placed on physical activity, cooperative game play, and team building.
2015	<u>Preclinical Experience</u>	Lincoln Elementary School Pinebluff, IL	Participated in Physical Education classes for students in grades K-5. Focus was on assisting the head teacher, learning how to give clear directions, understanding the teacher-student dynamic, and preparing the gym for class.
2013-2015	<u>Volunteer Head Coach</u>	Orland Park Youth Association Orland Park, IL	Volunteer coach for grades 9-12 girls soccer. Emphasis was placed on encouraging sportsmanship among players, teaching/coaching students for skill development, and teaching applied offensive and defensive soccer strategies.

**ADDITIONAL WORK EXPERIENCE**

2015 –Present	<u>Camp Counselor</u>	Benedictine University Volleyball Camp Lisle, Illinois	Taught soccer skills to young athletes in grades K-8. Emphasis was on the instruction of proper volleyball technique in the skills of passing, setting, attacking, and serving, as well as making the sport of volleyball enjoyable to all participants.
2012 -2014	<u>Private Violin Teacher</u>	Private Residence Orland Park, Illinois	Private violin teacher responsible for providing instruction to elementary and junior high school violin students. Emphasis was placed on teaching fundamentals of violin, assessing student progress, and creating plans of instruction.

## ACTIVITIES AND SERVICE

Benedictine University (BU) SoccerTeam (2013-present), Co-Captain (2016)  
BU Student Athletic Advisory Committee (SAAC) (2015-present)  
BU Chamber Music Ensemble (2015-present)  
BU Everybody Matters (Bully Prevention Club) (2014-present)  
Volunteer, Loaves and Fishes Center (2014-present)  
Volunteer Reading Tutor, BU Student Success Center (2014-2015)

## AWARDS AND RECOGNITION

BU Presidential Scholarship  
Arthur J. Schmitt Future Leaders Scholar  
BU Deans List (5 semesters)  
Northern Athletic Collegiate Conference (NACC) Scholar Athlete Award  
Northern Athletic Collegiate Conference (NACC) First Team All-Conference in Soccer

[Note: List only post-high school level achievements]

## MEMBERSHIPS

Kappa Delta Pi (KDP), International Education Honor Society  
Pi Kappa Lambda (PKL) National Music Honor Society  
National Association for Sport and Physical Education (NASPE)  
Illinois Association for Physical Education, Recreation, and Dance (IAPHERD)  
National Association for Music Education (NAfME)  
Illinois Music Education Association (ILMEA)

## PROFESSIONAL DEVELOPMENT

Interlochen Center for the Arts, Adult Chamber Music Camp, Traverse City, MI. August, 2016.  
American Alliance for Physical Education, Recreation and Dance (AAPERD) State Convention,  
Schaumburg, IL. April, 2016.  
SPARK Webinar Series, "Literacy Physical Education (LitPE): Infused Learning While Moving,"  
October, 2015.  
Bremen School District 228, Workshop on Co-Teaching and Collaboration, Midlothian, IL. March, 2015.

## SPECIAL TALENTS AND SKILLS

Conversational Polish  
American Sport Education Program (ASEP) Certified Youth Soccer Coach  
Experience with Microsoft Office Programs (Excel, Word, Publisher, Powerpoint)

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