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| Tom Smith (Resume Template Example) |  |
| **[Street Address]**  [City, ST ZIP Code] | [Phone number] [e-mail address] |
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|  | Education  Hannibal-LaGrange University  [B.S. Elementary Education or B.A. in English, etc.] [anticipated graduation date]  [Areas of Concentration: Journalism, Creative Writing, if any)  honors  Dean’s List [Dates]  Scholarships [Dates]  Teaching Practice experience  Language Arts Teaching Experiences | Eugene Field Elementary School  **Hannibal, MO**  Guided a small group of 3rd grade students through the writing process [Semester, Year]  Math Practicum | (School)  **(City, State Abbreviation)**  Describe teaching activity [Semester, Year]  Content Area Practicum | (School)  **(City, State Abbreviation)**  Describe teaching activity [Semester, Year]  Related experience (list work or volunteer)  Gatekeeper | Hannibal-LaGrange University  **Hannibal, MO**  Describe responsibilities [Year]  Daycare Worker | Carpenter Kids  **Hannibal, MO**  Describe responsibilities [Year]  Camp Counselor | Camp Keokuk  **Hannibal, MO**  Describe responsibilities [Year]  Memberships  Student Missouri State Teacher Association  Second Membership, if applicable  references  Names and addresses of your advisor and one teacher  Before submitting to a prospective school district, add cooperating teacher and supervising teacher reference information, after asking them for permission. |