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| Tom Smith (Resume Template Example) |  |
| **[Street Address]**[City, ST ZIP Code] | [Phone number][e-mail address] |
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|  | EducationHannibal-LaGrange University[B.S. Elementary Education or B.A. in English, etc.] [anticipated graduation date][Areas of Concentration: Journalism, Creative Writing, if any)honorsDean’s List [Dates]Scholarships [Dates]Teaching Practice experienceLanguage 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]MembershipsStudent Missouri State Teacher AssociationSecond Membership, if applicablereferencesNames and addresses of your advisor and one teacherBefore submitting to a prospective school district, add cooperating teacher and supervising teacher reference information, after asking them for permission. |