

***Optional items in red**

Length: Resumes should ideally be no more than one-and-two-thirds pages long.

First Name [Nickname, Middle Name, or Middle Initials] Last Name

C: 503-987-6543 | username@gmail.com | Pronouns: ...

[home address is optional; e-mail and phone number listed should be ones you check regularly]

[list the name that you prefer to be called; your legal name can be saved for legal documents]

Seeking [can also be called "Objective"]

High School Biology Teaching Position

Education

Master of Arts in Teaching, Biology, anticipated *[July 2021 if in the MAT-only program; August 2021 if in the MAT with ESOL program]*

Added ESOL Endorsement, anticipated August 2021

Lewis & Clark College, Portland, OR

Bachelor of Science, Biology, May 2000

Howard University, Washington, DC

Study Abroad, Name of Program or Area of Study, Date

Sponsoring Institution, Location

License

Oregon Preliminary Teaching License, Biology endorsement, anticipated July 2021

Added ESOL Endorsement, anticipated August 2021

[if moving out-of-state, list out-of-state license or certificate first followed by Oregon]

Languages [in addition to English]

Spanish, fluent *[<https://careers.state.gov/faq-items/language-proficiency-definitions/>]*

Kikuyu, working knowledge *[<http://www.govtilr.org/Skills/ILRscale2.htm>]*

Education Experience [can also be called "Teaching/School Counseling/School Psychology Experience"]

Student Teaching: Biology, Cleveland High School, Portland School District, Portland, OR

September 2020 – present

Insert brief description, highlighting special online teaching and learning skills used

Both paid and volunteer experiences related to education can be added here, with short descriptions

Related Experience [can also be called "Additional Experience"]

This is the space to add a bulleted list of additional, non-education-related experiences

Optional Additional Sections:

Online Platforms/Curriculum/Teaching Skills and Programs

Continuing Education, Workshops and Seminars

Presentations

Honors and Awards

Professional Memberships

Coaching, Clubs, or Extra-Curricular

References Available Upon Request *[marks the end of the résumé]*

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Seeking [can also be called "Objective"]

High School Biology Teaching Position

References

Cooperating Teacher or District Supervisor

School contact information, including alternative summer contact information

Supervising Teacher or Lewis & Clark Supervisor

Contact information, including alternative summer contact information

Principal or Vice-Principal or Department Chair from Student Teaching or Internship Site

School contact information, including alternative summer contact information

SAMPLE