**YOUR NAME**

Phone|Email| Address

**PROFESSIONAL EXPERIENCE** *(\*note - should be in chronological order, with most recent at the top. If your professional experience includes teaching, make sure to include ALL positions ever held.)*

|  |  |
| --- | --- |
| MOST RECENT EMPLOYER, CITY, STATE  **YOUR TITLE**   * Job Responsibilities/Accomplishments (include your notable accomplishments with data points when applicable, i.e. “*90% of students scored exemplary on MS ELA STAAR”)* * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments | START DATE – PRESENT |
| EMPLOYER, CITY, STATE  **YOUR TITLE**   * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments | START DATE – END DATE |
| EMPLOYER, CITY, STATE  **YOUR TITLE**   * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments | START DATE – END DATE(hit tab to add more sections) |

**LEADERSHIP AND COMMUNITY INVOLVEMENT** *(\*note -This is where you include leadership in volunteer, college or community roles in chronological order. We encourage you to include all past experiences spent in schools and underserved communities.)*

|  |  |
| --- | --- |
| MOST RECENT ORGANIZATION, CITY, STATE  **YOUR TITLE**   * Responsibilities/Accomplishments * Responsibilities/Accomplishments * Responsibilities/Accomplishments | START DATE – PRESENT |
| ORGANIZATION, CITY, STATE  **YOUR TITLE**   * Responsibilities/Accomplishments * Responsibilities/Accomplishments * Responsibilities/Accomplishments | START DATE – END DATE(hit tab to add more sections) |

**EDUCATION AND CERTIFICATIONS** *(\*Note - add “AND CERTIFICATIONS” if applicable)*

|  |  |
| --- | --- |
| GRADUATE UNIVERSITY *(if applicable),* CITY, STATE  Degree Received  Honors (*ie scholarships or special academic awards*): | GRADUATION DATE |
| UNIVERSITY, CITY, STATE  Degree Received *(ie Bachelor of Science)* in YOUR MAJOR (*ie Economics*), Minor in (*if applicable*)  GPA:  Honors (*ie scholarships or special academic awards*): | GRADUATION DATE |
| PROFESSIONAL CERTIFICATIONS *(if applicable, such as teacher licensure or certifications in your field)*:   * XXX |  |

**ADDITIONAL SKILLS AND PROFESSIONAL AFFILIATIONS (***add professional affiliations if applicable***)**

* *This is where you’d include additional languages spoken or expertise in a particular software (ie Adobe Photoshop)*
* *Professional Affiliations (if applicable, such as Teach For America, National Council for Teachers of Mathematics, etc.)*