

# Jane M. Doe

## Present Address

123 Main Street  
Anytown, USA 12345  
Local Phone: (123)456-7890  
[jmdoe@email.com](mailto:jmdoe@email.com)

## Permanent Address

123 Main Street  
Anytown, USA 12345  
Cell Phone: (456)789-0123

---

**Objective:** To obtain a mathematics teaching position at the middle or high school level that uses my computer endorsement, enables me to coach, and presents opportunities in which my leadership and communication skills can actively facilitate students' achievements.

**Education:** **AAA University** **Anytown, USA**

- Bachelor of Science in Education, May 2003
- Concentration in Mathematics
- Computer Endorsement

**Cumulative GPA 3.7/4.0**

**BBB High School** **Anytown, USA**

- Graduated June 1999
- 12-season athlete (volleyball, basketball, and softball), National Honor Society member, Student Council member, and member of school spirit organization

**Cumulative GPA 4.2/4.0**

**Certification:** **Mathematics grades 5–12**  
**Computer Endorsement**

## Professional

**Experiences:** **CCC North High School** **Township Schools, Anytown**  
*8 weeks, March–May 2003*

- Taught Freshman Algebra I, Algebra Lab, and Geometry on a block schedule.
- Integrated the use of technology, real life examples, hands-on activities, and various other teaching strategies to further my students' learning.

**DDD Middle School** **Township Schools, Anytown**  
*8 weeks, Jan.–March 2003*

- Taught eighth-grade mathematics and Algebra to a team of 150 students.
- Implemented developmentally appropriate practices to ensure that students achieved success at their individual development.
- Created worksheets and tests, graded assignments, updated student grades using the Grade Quick computer program, tutored students during my preparation time, and attended faculty and team meetings.
- Assisted coaching the seventh-grade girls' basketball team.

**EEE Central High School** **Township Schools, Anytown**  
*Fall 2002*

- Co taught hands-on and integrated lessons in a Developmental Algebra I/II class.
- Worked collaboratively with the special education teacher to fulfill the IEP needs of eight special needs students.