

EDUCATION & Teaching Fields

Application Letter, Resume & References – Entry-Level Positions

For each application, revise sections (titles, order) to best present your relevant strengths (e.g., skills, experience).

Margins: 1" (2.54 cm) margins all around.

Privacy: Concerned? Provide only your cell number or email address.

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Seeking position as _____ and requiring strengths in:

Interactive Learning, Classroom Management, Science and Math, _____
Events Coordination, Inclusive Education, Intercultural Communication, _____

Keyword Summary (option):
Highlight your strengths using keywords from the job posting.

Education

Note specialization or stream. If in a Secondary program, note Major and Minor.

Bachelor of Education – Elementary (Middle Years)

University of Regina, Regina, SK (GPA: 81.2%)

20XX-present
(completion Apr. 20XX)

Grade 12 Diploma

Northwest High School, Prairieland, SK

Note GPA if over 75%.

20XX

Scholarships & Awards

- Dean's Honours List, Faculty of Education Winter 20XX
- Indspire Scholarship – Post-Secondary Education 20XX
- General Proficiency Scholarship, University of Regina 20XX & 20XX
- _____ 20XX

Professional Development (selected)

Add "selected" if noting only a partial list of activities.

- Off-Campus Residential Experience (OCRE), Faculty of Education 20XX
- Indigenous Approaches to Learning, First Nations Centre, Regina 20XX
- First Aid / CPR "C" Certification, St. John Ambulance, Regina 20XX
- See attachment for a complete listing Option.

Skills & Abilities

Other Headings: Teaching Skills, Professional Knowledge & Skills, Skills Summary

Teaching & Facilitating

- Teach all subjects areas (Grades X – X) including math, social science _____
- Creatively adapt lesson plans to engage learners with different needs _____. For example: _____
- Demonstrated ability to effectively manage classrooms by _____
- Collaborate with teachers and parents on special projects and events. For example: _____
- Integrated Indigenous history, culture and traditions into lesson plans
- Select and develop appropriate assessment and evaluation tools for _____
- Engage and lead children and youth in extracurricular activities (e.g., coach youth curling)
- Ability to _____

Communication, Leadership & Transferable Skills

- Communicate respectfully with students, parents and staff of diverse abilities and backgrounds
- Responsible, innovative, _____
- _____ Include if you multiple languages.
- *Languages:* English, French (intermediate), Cree (basic)
- *Computer:* Microsoft Office (Word, Excel, Access, PowerPoint)
- Committed to lifelong learning, professional development and personal growth

Use verbs and keywords to describe your skills (e.g., develop, facilitate).
When possible, note some examples, details, statistics and results.

Customize Each Resume: Analyze job requirements and sort them into categories (headings). Use keywords to describe your related knowledge, skills and abilities, and attitudes. Include examples from academic, volunteer and employment experience.

Teaching Experience

Internship

Sept. – Dec., 20XX

Fort Qu'Appelle Elementary School, Fort Qu'Appelle, SK

Supervising Teacher: Ms. Gay Jones

Assignment: Taught Grades 3/4 in a culturally-diverse classroom

- Prepared and taught several units and classes including _____
- Performed homeroom duties (24 students), and supervised lunchroom and school grounds
- Participated in parent/teacher interviews with Supervising Teacher
- Organized field trips for 2 classes to visit the Science Centre (Regina)
- Developed and led cultural workshops on powwow dancing
- Assisted with coaching _____
- Commended by Supervisor for _____

Verb Tense: Use past tense for past work.

Other Headings: Work Experience, Work History, Related Experience

Relevant Experience

Youth Curling Coach (volunteer)

Option: Highlight volunteer work that requires leadership, judgment, responsibility and commitment.

20XX – present

Community League, Regina, SK

- Assess curling skills and implement training sessions for youth curlers in city league
- Motivate youth to set and achieve goals, and develop positive teamwork skills
- Collaborate with league administrators to plan and coordinate competition schedules

Camp Counsellor

May – Aug., 20XX & 20XX

Prairie Eco-Camp, Lebret, SK

- Supervised and ensured the safety of 12 campers (10-14 years of age) attending 2-week camps
- Collaborated with Counsellors on planning daily recreational, social and maintenance activities
- Facilitated a variety of daily arts and crafts activities (e.g., beading, painting, puppet show)
- Led hikes and games, taught canoeing and powwow dancing, and facilitated evening campfires
- As appropriate, intervened to mediate and resolve interpersonal conflicts

Summer SunSpot Leader

May – Aug., 20XX

Community Services, Regina, SK

- Planned, coordinated and facilitated recreational activities for children (5-12 years) including _____
- Monitored the facility and paddling pool with attention to health and safety standards
- Resolved conflicts in an assertive and sensitive manner with a focus on understanding
- Scheduled and promoted 4 special events: _____

Other Experience

Optional Section: If "Relevant Experience" (above), include "Other Experience" here.

Cashier (part-time), Great Grocers, Regina, SK

20XX – present

Garden Associate (part-time), Prairie Greenhouse, Regina, SK

Apr. – June, 20XX & 20XX

Memberships & Activities

Other Headings: Affiliations & Activities, Interests & Activities

Memberships

- Education Students' Society – Member, University of Regina 20XX – present

Volunteer

- Treasurer, Prairie Sky Childcare Co-op, Regina 20XX – present
- Four Directions Community Health Centre, Regina 20XX – present
- Buffalo Days Trip Attendant, Sunnydale Homes, Regina 20XX & 20XX

Interests

- Languages, canoe trips, powwow dancing, curling, guitar and travel

This section provides examples of valued assets, for example:

- **Knowledge:** Sports, music, Indigenous culture
- **Skills:** Assist, contribute, communicate, present, respect
- **Attitudes:** Adaptable, creative, motivated, organized