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# Samantha Youngster

210 Dakota Street ♦ Pearl, NE 81111 ♦ (402) 000-3000 ♦ Samyoung@yahoo.com

## OBJECTIVE

To obtain the preschool teacher position with Highland School

Use clear, concise  
objective

## EDUCATION

### Associate of Arts Degree – Early Childhood Education

Northeast Community College, Norfolk, NE

GPA: 3.6

Only include GPA if  
3.0 or higher

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Body of Resume:  
11-12

NAME Community Schools, City, State, [Date]

GPA: 3.6

Including high school  
information is optional

## PROFILE

- ♦ Proficient in several computer applications including Microsoft Word, Excel and PowerPoint
- ♦ Developed excellent communication skills through employment, practicum, and volunteer experiences
- ♦ Certification in First Aid, Adult Cardiopulmonary Resuscitation (CPR), and Medication Aide

## EXPERIENCE

### Park Recreation Teacher

Summer, [year]

Wayne City Recreation, Wayne, NE

- ♦ Organized small group activities focused on physical fitness
- ♦ Planned and taught daily craft activities for children grades 1-3

List experiences  
- most recent  
first

Start each  
description  
with a strong  
action verb

### Infant and Toddler Practicum Experience

Semester [year]

Busy Bees Childcare Center, Norfolk, NE

- ♦ Maintained a safe play environment for children ages 6 weeks to 3 years old
- ♦ Observed and monitored children's daily activities.
- ♦ Communicated with children's parents or guardians about daily activities, behaviors, and related issues.
- ♦ Sanitized toys and play equipment.
- ♦ Kept records on individual children, including daily observations and information about activities, meals served, and medications administered.
- ♦ Assisted in preparing food and serving meals and refreshments to children.

Watch  
verb  
tenses  
—use  
present  
tense if  
still at  
job/  
past  
tense if  
not.

### Preschool & Elementary Practicum Experience

Semester [year]

Sherry's House Child Care Center & Preschool, Norfolk, NE

- ♦ Developed learning stations for number, letter and color identification
- ♦ Worked with team members to plan and implement a unit on dinosaurs
- ♦ Taught letters to a small group of beginning readers
- ♦ Assisted with a behavior action plan for a student with learning disabilities

## HONORS & ACTIVITIES

Early Childhood Organization, NECC, Dates

Student Ambassador, Dates

Phi Theta Kappa (National honorary fraternity for students who maintain 3.5 GPA or higher), Dates

Intramural Volleyball Team, Dates

XYZ Scholarship

Headstart, Volunteer, Dates

Relay for Life, Volunteer, Dates

Get involved!  
Employers like to  
see students who  
have been active  
on-campus and in  
the community.

Second page should at least have your name and page 2, or can use same heading as page 1.

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## REFERENCES

Mr. Current Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ms. Former Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Mr. Current Instructor  
Title  
College  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ask references before listing and ask where they wish to be contacted (home or work).

## OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company  
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.