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Susan Stephens

Street Address
City, State, Zip Code
Telephone Number
email

Objective: To obtain a position as a secondary Science instructor with XYZ County School System.

Education: **Bachelor of Science**, Secondary Science Education,
University of Anywhere, City, State (2012)

Certification: State of [insert state] Secondary Science Education Certification

Teaching Experience: **ABC High School** (City, State), Student Teacher (January - May 2012): Served as a student teacher in 10th grade Biology classroom. Duties included lesson planning, assessment development, lecture presentation, lab coordination, grading student work, completing faculty documentation and calculating grades under the guidance of primary teacher.

Goodwill Easter Seals Literacy Program (City, State), Volunteer Tutor (July 2011 - December 2012): Served as a volunteer reading tutor working with middle and high school students, as well as low-literacy adults. Also provided GED tutoring on a volunteer basis.

Other Work Experience: **Employer name** (City, State), **Position Title**: Description of what you did in this position, being sure to mention key responsibilities and tasks that are relevant to the job you are applying for now.

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Activities/ Awards:

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- Relevant memberships like
- Honor society
- Organization memberships
- Awards and recognition like
- Scholarships
- Employee of the Month

References: Available Upon Request