

## Resume and Cover Letter Samples

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### **JANE C. DOE**

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### **PROFILE**

Advisor with vast experience mentoring college students and colleagues new to the teaching profession. Educator passionate about providing students the best teachers to support their educational endeavors. Professional developer with excellent time-management, planning and presentation skills, written and interpersonal communication proficiency, and a dynamic ability to build positive rapport with several different populations. Researcher, writer and editor adept at conducting research, editing professional manuscripts and nonprofit organizations' annual student journals for publication.

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### **EDUCATION**

#### **Master of Science, School Counseling**

Johns Hopkins University, Baltimore, MD

Anticipated: 2008

- GPA: 4.0.

#### **Master of Education, English**

Rutgers Graduate School of Education, New Brunswick, NJ

1999

- New Jersey Teaching Certification. Kappa Delta Pi Educational Honor Society. GPA: 4.0.

#### **Bachelor of Arts, English**

Rutgers University - Livingston College, New Brunswick, NJ

1998

- Phi Beta Kappa Honor Society. Graduated with Honors. Dean's List, Fall 1995 – Spring 1998. James Dickson Carr Scholar. Ronald E. McNair Post-baccalaureate Scholar. Golden Key National Honor Society. GPA: 3.5.
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### **PROFESSIONAL EXPERIENCE**

**Franklin Township Board of Education, Somerset, NJ**  
**Secondary English/Language Arts Teacher**

**1999-2006**  
**(1999 – 2006)**

- Taught basic and analytical reading and writing skills to modified, standard, and honors ninth through twelfth grade students in a diverse high school.
- Researched, developed, and implemented daily lesson plans and long-term units on literature and film, specific to students' ability levels, which reflected NJ Core Curriculum Content Standards of reading, writing, listening, speaking, and viewing.
- Collaborated with special education teacher to address all learning styles in inclusion classroom.
- Devised classroom management strategies to maintain respect and promote student achievement.
- Counseled students on college admissions and essay writing.
- Served on several committees: Suggested Summer Reading Revision; Required Summer Reading Revision; Required Research Revision; World Literature Curriculum Revision.
- Wrote curriculum guide for tenth grade required research paper.
- Conducted professional development seminar for colleagues regarding effective reading strategies and state-mandated testing.

**Mentor/Cooperating Teacher**

**(2002-2006)**

- Mentored novice teachers in curriculum development, lesson planning, classroom management, and grading.
- Supported novice teachers in interfacing with parents, administrators, and other key stakeholders.
- Served as a cooperating teacher for a student intern.
- Guided cooperating teacher through managing all aspects of effectively teaching a full course load.

**Summer School Instructor**

**(2002 – 2006)**

- Provided remediation to forty students who failed English courses during the school year.

**Literary Club Advisor**

**(2002 – 2005)**

- Revitalized the school's Literary Club.
- Advised and edited annual student publication of The Inkwell literary magazine.

**Co-Advisor, Class of 2007**

**(2003 – 2005)**

- Developed fund-raising strategies for the high school's Class of 2007 (approximately 550 students).
- Planned annual social events relevant to Homecoming and other special occasions and holidays.
- Communicated class's goals to students, parents, teachers, and administrators in writing and verbally.

**Co-Coordinator, Special Review Assessment**

**(1999 – 2006)**

- Organized remediation program for students failed the NJ High School Proficiency Assessment.
- Read and scored students' brief and extended written responses to test questions based on a holistic rubric.
- Interfaced with students, parents, teachers, and administrators regarding students' progress.
- Conducted professional development seminar regarding program's requirements.

**Rutgers University Ronald E. McNair Scholars Program, New Brunswick, NJ**

**Graduate Assistant**

**1998 – 1999**

- Prepared and presented programs regarding writing personal statements, the graduate school process, and the graduate students' experience to undergraduate students pursuing graduate study.
- Helped undergraduates complete applications for graduate admissions and national research programs.
- Wrote newsletters to update Scholars and the University community about Program developments.

- Edited Program's journals, students' research abstracts, personal statements, and manuscripts for nationally known experts in the fields of reading and writing.
- Interviewed professors and mentors regarding their career accomplishments and compiled information into a book for student access.
- Maintained residence hall environment conducive to studying and promoting life skills, while encouraging undergraduates to pursue graduate degrees.
- Published Upward Bound's annual student journal to represent students' academic and community successes.

**Ronald E. McNair Scholars Program, Rutgers University & University of New Hampshire  
Undergraduate Researcher**

**1997 – 1998**

- Researched reader response theories, examining the effect of race on perceptions of literature with students in New Brunswick, NJ and Boston area high schools.
- Presented research findings in a paper entitled "Theorizing Predictors of Reader Response: Examining High School Students' Responses to Literature through Indicators of Race and Ethnicity" at the University of New Hampshire McNair Graduate Opportunity Program Undergraduate Research Symposium; the John Jay College McNair Research Presentations, New York; the Sixth Annual McNair Scholars Research Presentations, Wisconsin; the Seton Hall University Minority Academic Career Program Research Presentations, NJ; and the Rutgers University Eighth Annual McNair Scholars Research Presentations, NJ.

**Rutgers University Livingston Writing Center, Piscataway, NJ**

**Tutor**

**1996 – 1998**

- Provided assistance to Rutgers University Expository Writing students for improved writing proficiency.
- Kept daily log of students' progress in order to provide the necessary assistance and intervention.
- Maintained weekly written communication with center director regarding students' progress.

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**PROFESSIONAL AFFILIATIONS**

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- National Education Association (NEA).
- American School Counselor Association (ASCA).

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**SKILLS**

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- Microsoft Office Suite 97, 2000, XP (Microsoft Word; PowerPoint; Excel; Publisher); QuarkXPress. Advanced clerical skills and Internet research ability.
- Basic Spanish familiarity.