**John Doe**

555-555-5555 / [email@gmail.com](mailto:email@gmail.com)

**PROFILE**

Professional individual seeking full-time employment.

**SKILLS**

1. Microsoft Office
2. Written and verbal communication
3. Time management
4. Organization
5. Meeting deadlines
6. Problem solving

**EMPLOYMENT**

Gail Borden Library, Elgin, IL ~ June 2014 – Present

**Technology Trainer**

* Design classes based on community needs
* Re-design classes when needed
* Create class materials (including handouts and activities)
* Teach classes

XYZ Elementary School, Anytown, IL ~ January 2010 – June 2014

**4th Grade Teacher**

* Teach 4th grade students their determined curriculum based on Illinois learning standards
* Engage students in active, project-based learning
* Utilize a variety of assessment strategies
* Participate in various before and after-school activities
* Teacher of the Year Award winner 2012