

FIRST NAME LAST NAME

123 Main Street, Edmonton, AB A0A 0A0 | (xxx) xxx-xxxx | FIRSTNAME.LASTNAME@email.com

Education

List your post-secondary education in reverse chronological order. Include your degree, major, minor (if applicable), institution, city, and province.

Example:

Bachelor of Education (Secondary) — University of Alberta, Edmonton, AB
Major: English Language Arts | Minor: Inclusive Education | Graduated June 2021

Bachelor of Arts (English) — University of Calgary, Calgary, AB
Major: English Literature | Minor: Psychology | Graduated June 2018

Scholarships & Awards:

- University of Alberta President's Scholarship, 2020
- Alberta Teachers' Association Student Award, 2021

Student Teaching Experience

List your student teaching or practicum placements in reverse chronological order. Include the school, division, location, grade levels, subjects taught, dates, and key teaching responsibilities.

Example:

Elk Island Public Schools — Sherwood Park, AB
Grade 6 English Language Arts, Science, and Physical Education | January 2021 – April 2021

- Designed and implemented inquiry-based lessons using the Alberta Program of Studies
- Integrated digital tools such as Google Classroom and Flipgrid
- Collaborated with mentor teacher to design assessment rubrics

Edmonton Public Schools — Edmonton, AB
Grades 7-9 Opportunity Program | September 2020 – December 2020

- Planned and taught literacy and numeracy lessons in French
- Differentiated instruction for multilingual and diverse learners
- Participated in Professional Learning Communities (PLCs) focused on early literacy

Professional Development (Last 2 Years)

List recent workshops, conferences, or online sessions that have contributed to your growth as a teacher. Focus on topics relevant to your teaching practice, curriculum, or student learning.

Example:

- Trauma-Informed Classrooms (Alberta Teachers' Association, 2024)
- Inclusive Education for Diverse Learners (Online, 2023)
- Assessment for Learning (Lethbridge School Division PD Day, 2023)

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Certificates & Qualifications

List all valid teaching-related certificates and qualifications you currently hold, including expiry dates if applicable. Include your Alberta teaching certification and any relevant safety or specialty credentials.

Example:

- Alberta Interim Professional Teaching Certificate (Issued July 2023)
- Standard First Aid & CPR (expires June 2026)
- Non-Violent Crisis Intervention (expires March 2025)
- Safe Schools Training (2024)
- Coaching Certification – Basketball

Teaching Experience

List your professional teaching positions in reverse chronological order. Include your role, school, division, dates, and key responsibilities or accomplishments related to instruction, assessment, and leadership.

Example:

Grade 6 Teacher — Westmount Junior High, Edmonton Public Schools | August 2023 – Present

- Teach English Language Arts, Social Studies, and Health
- Lead the school's Diversity and Inclusion Committee
- Implement differentiated assessment strategies aligned with the Alberta curriculum

Grade 4 Teacher — Riverbend Elementary, Calgary Board of Education | August 2021 – June 2023

- Taught English Language Arts, Math, Science, and Social Studies
- Served as a technology mentor for staff using Google Workspace for Education
- Supported literacy intervention programming for small groups

Other Employment History

Include other employment that demonstrates transferable skills, leadership, or experience relevant to teaching or working with youth. Highlight communication, collaboration, or program leadership experience.

Example:

Youth Program Coordinator — YMCA Lethbridge | June 2019 – August 2021

- Designed and led youth enrichment and leadership programs
- Trained and supervised junior leaders in recreation programming

Volunteer Experience

List volunteer roles that show leadership, community involvement, or direct experience with children and youth. Include organizations, dates, and your key contributions.

Example:

- Volunteer Volleyball Coach, Edmonton Catholic Schools (2023–Present)
- Reading Mentor, Big Brothers Big Sisters of Calgary (2022–2023)

Language Skills

List all languages you speak and self-assess your proficiency (e.g., basic, intermediate, advanced, superior). Include official certifications if applicable (e.g., DELF, CELPIP).

Example:

- English: Superior Proficiency
- French: Intermediate (B1 level – DELF certified 2023)

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References (2 Required)

Provide two professional references, one of which must be from your current or most recent principal, supervisor, or cooperating teacher within the past two years.

Example:

Name, Principal | Westmount Junior High, Edmonton Public Schools

Email: jane.smith@epsb.ca | Phone: (xxx) xxx-xxxx

Name, Cooperating Teacher | Elk Island Public Schools

Email: firstname.lastnamemail.com | Phone: (xxx) xxx-xxxx