

First Name [OPTIONAL: Nickname, Middle Name, or Middle Initials] Last Name

[OPTIONAL: City, State] | phone | email [not L&C] | [OPTIONAL: LinkedIn Profile/professional website]

LICENSURE

Oregon Preliminary Teaching License, Elementary—Multiple Subjects endorsement ant. July 2025

[if moving out-of-state, list out-of-state license or certificate first followed by Oregon's;
see licensure language on page 3]

EDUCATION

Master of Arts in Teaching, Elementary Education anticipated July 2025
Lewis & Clark College, Portland, OR

Bachelor of Arts, English Literature May 2000
Eastern Oregon University, La Grande, OR

[may include academic honors/scholarships in this section; however, GPAs are not recommended]
[may include college-level international study programs]

[OPTIONAL] LANGUAGES [in addition to English]

[Language], fluent

[Language], working knowledge

[Two resources for determining level of fluency: <https://careers.state.gov/faq-items/language-proficiency-definitions/> and <http://www.govtilr.org/Skills/ILRscale2.htm>]

TEACHING EXPERIENCE [or School Counseling or School Psychology Experience]

Student Teaching: Third Grade

John Wetten Elementary School, Gladstone School District, Gladstone, OR September 2024 – present

[insert brief description, highlighting special online teaching and learning skills used]

[list both paid and volunteer experiences related to education with short descriptions]

RELATED EXPERIENCE [can also be called “Additional Experience”]

[this is the space to add a bulleted list of additional, non-education-related experiences]

[include title, company/district/org., city, state, and dates; typically no descriptions in this section]

[OPTIONAL ADDITIONAL SECTIONS]

Professional Memberships

Coaching, Clubs, or Extra-Curricular

Presentations

Online Platforms/Curriculum/Programs

Workshops and Seminars

Honors and Awards

REFERENCES

Available upon request [marks the end of the résumé]

First Name [OPTIONAL: Nickname, Middle Name, or Middle Initials] Last Name

[OPTIONAL: City, State] | phone | email [not L&C] | [OPTIONAL: LinkedIn Profile or professional website]

[NB: The list of references is usually printed separately from the resume. In the job search process, you will often upload three different documents to an online application: a cover letter, a resume, and a list of references. It is recommended that you include the same header on your resume as you do on the list of references as, often, different people in a district will be assigned to review the resume vs the references.]

REFERENCES

[Cooperating Teacher or District Supervisor]

[OPTIONAL: honorific, such as Dr.] [First Name] [Last Name] [Title (e.g. Cooperating Teacher)]

School Name, District, City, State

Preferred Email

Summer [or Additional] Email:

Phone:

Summer [or Additional] Phone:

[Lewis & Clark Supervisor]

[OPTIONAL: honorific, such as Dr.] [First Name] [Last Name] [Title (e.g. Cooperating Teacher)]

Lewis & Clark Graduate School, Portland, OR

School Name, District, City, State

Preferred Email

Summer [or Additional] Email:

Phone:

Summer [or Additional] Phone:

[Principal, Vice-Principal, or Department Chair from Student Teaching or Internship Site]

[OPTIONAL: honorific, such as Dr.] [First Name] [Last Name] [Title (e.g. Cooperating Teacher)]

School Name, District, City, State

School Name, District, City, State

Preferred Email

Summer [or Additional] Email:

Phone:

Summer [or Additional] Phone:

Licensure Language for Résumés and License Placeholders

Elementary

Oregon Preliminary Teaching License, Elementary—Multiple Subjects Endorsement, Eligible [Month] [Year] or Expires [Date]

Secondary

Oregon Preliminary Teaching License, [subject area] Endorsement, Eligible [Month] [Year] or Expires [Date]

School Counseling

Oregon School Counselor License, Eligible [Month] [Year] or Expires [Date]
formerly “Oregon Preliminary School Counselor License”

School Psychology

Oregon School Psychologist License, Eligible [Month] [Year] or Expires [Date]
formerly “Oregon Preliminary School Psychologist License”

Administration

Oregon Principal License, Eligible [Month] [Year] or Expires [Date]
Oregon Professional Administrator License, Eligible [Month] [Year] or Expires [Date]