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 2026

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

EDUCATION

Master of Arts in Teaching, Elementary Education   anticipated July 2026
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 2025 – 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	Online Platforms/Curriculum/Programs
Coaching, Clubs, or Extra-Curricular	Workshops and Seminars
Presentations	Honors and Awards

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 a cover letter, a resume, and a list of references to an online application. 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. Lewis & Clark Supervisor)]
Lewis & Clark Graduate School, Portland, OR
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. Principal)]
[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(s)] 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]