

First Name Last Name

123.456.7890 | firstandlastname@gmail.com | [linkedin.com/in/firstandlastname/](https://www.linkedin.com/in/firstandlastname/)

Qualifications

- Results-oriented administrator with over 25 years of experience in education
- Expertise in innovative programming, curriculum design, and assessment strategies
- Adept at building and motivating teams to deliver exceptional outcomes
- Received 2022 Leadership in Education Award for fostering partnerships with stakeholders, including government agencies, community organizations, and parents, to enhance educational opportunities and promote student success
- M.Ed. in Educational Leadership from University Name (Year Received)

Relevant Experience

Principal **Start Date – Present**
 XYZ Elementary School, City, State

- Provide strategic leadership for all aspects of school administration, including staff evaluation of [#] staff, instructional supervision, curriculum development, and student discipline for a body of [#] students
- Collaborate with teachers, staff, and parents to create a positive and inclusive school culture that supports student achievement and well-being
- Develop and implement school improvement plans, ensuring alignment with district goals and state standards
- Utilize data analysis to identify areas of improvement, implement targeted interventions, and monitor student progress
- Foster professional growth and development of teachers through regular observations, feedback, and professional learning opportunities
- Manage the [\$ amount] school budget, allocate resources effectively, and ensure compliance with financial policies and procedures

Assistant Principal **Start Date | End Date**
 LMN Middle School, City, State

- Assisted the principal in managing school operations, including supervision of [#] staff, student discipline for a body of [#] students, and implementation of school policies
- Supported the principal in developing and implementing school improvement plans, analyzing data, and monitoring student progress
- Conducted observations and provided feedback to support instructional growth
- Collaborated with teachers and staff to address student behavior issues and implement positive behavior interventions and supports
- Coordinate and facilitated professional development workshops for teachers on instructional strategies and classroom management

Commented [A1]: Use a simple layout with one-inch margins to help readers identify key text quickly.

Commented [A2]: Hotmail, Yahoo, MSN, and AOL email addresses may seem out-of-touch with current technology. Hyperlink an Outlook or Gmail address instead.

Commented [A3]: Hyperlink a professional social media account (e.g., LinkedIn) in place of your home address.

Commented [A4]: Include a qualifications summary (instead of an objective statement) to ensure your most relevant credentials, skills, and achievements are prominently featured at the top of your resume.

Commented [A5R4]: Headers should use between size 14- and 18-point bold-faced classic fonts.

Commented [A6]: Bullet points and body content should use size 11- or 12-point classic fonts (e.g., Times New Roman, Arial) to enhance readability.

Commented [A7]: Highlight skills and experiences that align with the target job description and organizational values and needs. Create different copies of your resume for different target positions and organizations. Exclude irrelevant experiences (e.g., your previous job as a pizza delivery driver) and experiences from more than 15 years ago.

Commented [A8]: Include your job title.

Commented [A9]: Include the years you worked at the organization. List your experiences in reverse chronological format (i.e., start with your most recent experiences and then work backward).

Commented [A10]: Include the name and location of the organization.

Commented [A11]: Each bullet point should be comprised of phrases rather than complete sentences, and each phrase should begin with an action verb.

Commented [A12]: Instead of simply summarizing your job responsibilities, focus on quantifiable results achieved.

Commented [A13]: Ensure there is the same amount of space between hyphens.

Commented [A14]: Ensure all bullet points are the same size.

Education

Degree Type and Field	Year Received
ABC University, City, State	
Degree Type and Field	Year Received
DEF University, City, State	

Commented [A15]: If your professional experience outweighs your education, it is recommended to put your professional work history above your education.

Commented [A16]: List your degree(s) earned starting with the most recent and working backward.

Professional Affiliations

Professional Association Name	Start Date – Present
Chair of Committee Name, Start Date – Present	
Professional Association Name	Start Date – Present
Member	
Professional Association Name	Start Date – Present
Member	

Commented [A17]: Include additional sections for *relevant* professional affiliations, certifications, awards, presentations, publications, and community involvement.

Certifications

Certification Name	Year Received
State Principal Certification	Year Received
State Teaching Certification	Year Received

Awards & Honors

Award Name	Year Received
Awarding Body	
Award Name	Year Received
Awarding Body	

Presentations

- Last Name, F. M. (Year, Month). *Title of presentation*. Educational session presented at Conference Name, City, State.
- Last Name, F. M., & Last Name, F. M. (Year, Month). *Title of presentation*. Educational session presented at Conference Name, City, State.

Publications

- Last Name, F. M. (Year). Title of article. *Title of Outlet, Vol. (Issue)*, page numbers.
- Last Name, F. M. (Year). Title of article. *Title of Outlet, Vol. (Issue)*, page numbers.

Community Involvement

Board Membership or Committee Involvement **Start Date – End Date**
Organization, City, State

- If you have served on boards or committees of community organizations related to education, youth development, or local government, list these roles
- Highlight your contributions such as providing insights, making strategic decisions, or participating in community planning initiatives

Community Outreach Program **Start Date – End Date**
Organization, City, State

- Describe any programs or initiatives you spearheaded to reach out to the community, such as organizing workshops, town hall meetings, or parent engagement sessions
- Highlight the impact these programs had on fostering community involvement and enhancing collaboration between the school district and the community

Volunteer Work **Start Date – End Date**
Organization, City, State

- If you have dedicated any personal time to volunteer in community organizations or events, highlight these experiences
- Emphasize any roles that allowed you to contribute to the betterment of education, youth development, or community service

Community Service Project **Date Completed**
Organization, City, State

- If you have led or participated in community service projects that directly impacted the local community, mention them
- For example, if you organized a school-wide charity event, coordinated a food drive, or initiated a fundraising campaign for a community cause
- Provide details of your involvement and the outcomes achieved

Other Experience

Teacher, ABC Elementary School **Start Date – End Date**
City, State

Teacher, DEF Middle School **Start Date – End Date**
City, State

Commented [A18]: If experiences from more than 15 years ago are *still* relevant to your target position, then consider including these positions in an "Other Experience" section with abbreviated details.