**Resume Worksheet**

**Contact Information – Permanent Address, Telephone Number and Email Address**

Name

Address

Telephone Number

Email

**Educational Experiences – List most current degree first – reverse chronological order**

College (s)

Dates Attended

University

Address

Degree

GPA (optional)

High School (Optional)

Name

Address

**Teaching Experience in Schools**

Clinical Teaching

School Name,

Grade Level(s),

Field Experience Schools

Provide school name and

Grade Level

**TEA Certification – Use Official Title**

**Volunteer Experiences**

**Other Work Experiences (if Applicable)**

Company Name

Dates of Employment

**Honors and Achievements**

Academic Honors - Dean’s/President’s List

Leadership Experiences

**References – Name, Title, Address, Phone Number**

 Supervisor

 Mentor Teachers

 University Faculty