

Ima Racer

Current Address
1234 Racer Road
Murray, KY 42071

(270) 123-1234
imaracer@gmail.com

Permanent Address
1234 Home Lane
Another City, KY 42000

HIGHLIGHT OF QUALIFICATIONS

- Passionate educator with over four years of experience with children ages 0 – 10
- Proactive communicator with well-honed active listening skills
- Detail-oriented organizer, experienced in filing organization, state and federal documents

EDUCATION

Murray State University Murray, KY
Bachelor of Science, Communication Disorders (ASHA Accredited) May 20XX
• GPA: 3.85/4.0

EXPERIENCE

Miracle Kids Success Academy Jonesboro, AR
Early Childhood Developmental Technician May 20XX – Present
• Collaborate with physical, occupational, speech therapists; child psychologists; teachers and nurses to provide holistic education and care to children ages 0 – 10
• Aid teachers in everyday care and teaching activities
• Supervise care, hygiene, behavior, and education throughout daily activities
• Monitor and document therapy and education goals for children

MSU Speech & Hearing Clinic Murray, KY
Undergraduate Student Observer Jan 20XX – May 20XX
• Completed 28 hrs, 35 min of observation and 3 shadowing hrs
• Led two intervention sessions

TRAINING

Murray State University Murray, KY
West Kentucky Conference Summers 20XX – 20XX
• Completed Motor Speech Disorders Workshop
• Trained in assessment and treatment of motor speech disorders

Silvercrest Gary, IN
Autism Workshop Spring 20XX
• Discussed characteristic behaviors in Autistic children
• Conducted morning circle exercises with 5 children and assisted with assignments

ACTIVITIES

Speech Communication Disorders Society Aug 20XX – Present
Social Sorority, Community Service Committee Chair Aug 20XX – Present
College of Health Sci & Human Services, Student Ambassador Aug 20XX – Present
Project Wild, Workshop Participant May 20XX

INTERNATIONAL EXPERIENCE

Discover Programs: *Costa Rica:* Winter 20XX; *Berlin & Prague:* Winter 20XX
KIIS Spain 1 Program: *Segovia, Spain:* Summer 20XX

KEY SKILLS

Languages: *Sign Language,* proficient; *Spanish,* basic conversation skills
Computer: Proficient in Microsoft Word and PowerPoint with working knowledge of Excel

Sample of how to include both current and permanent addresses.

This section communicate s relevant skills and personal traits you offer that relate to the specific position

The split (left/right) format is fine for those who prefer the balance on the page. However, it takes up a lot of space and may distract the reader as the eye has to track to the right side of the page rather than simply scan the left side.

Study Abroad can be included in the Education section or in a section of its own.

Be very honest about language skills as the interview may be in that language.