**First N. Lastname**

jobappropriateemail@gmail.com | 440-774-1051 | 123 Main Street, City, OH 440xx

**Objective:** One professional statement sentence about what you will provide to the job and what you want out of the job.

**Education and Training**

Lorain County JVS

Oberlin, OH 44074

Program of Study: Early Childhood Education

Career Certificate: May 2021

Wellington High School

Wellington, OH 44090

Graduation: May 2021

**Skills**

* Follows state and federal licensing regulations in operating a center or classroom
* Develops and administers age-appropriate assessments
* Maintains a safe and healthy learning environment
* Manages classroom behavior to create an environment conducive to learning
* Creates developmentally-appropriate lesson plans
* Utilizes various teaching strategies and method
* Interacts with the children to provide support for play, exploration, communication, and learning
* Encourages children to use communication techniques to build positive relationships with peers and caregivers

**Work Experience**

*Job Title*

Place of Employment, City, State

Month Year started – Present

Responsibilities: Task #1, task #2, task#3

*Job Title*

Place of Employment, City, State

Month Year started – Month year finished

Responsibilities: Task #1, task #2, task#3

**Certifications, Activities, Honors**

* President of student council (2020)
* Habitat for Humanity volunteer (2015-present)