

# SALLY SMITH

110 N Dearborn, 22E • Chicago, IL 12345 • sallys@yahoo.com • (123) 456-7890

---

**Current Head Start Teacher who enjoys working directly with young children and their families in a positive, developmentally appropriate work environment.**

---

## ***SUMMARY OF QUALIFICATIONS***

- Able to communicate well with parents and families
  - Possess a strong understanding child growth and development and appropriate guidance techniques
  - 21 months of experience as an assistant teacher in a NAEYC Accredited Center
- 

## ***EDUCATION AND TRAINING***

Apprenticeship for Child Development Specialist	2008
West Virginia Infant/Toddler Professional Development Program	2007

Completed required training in Child Abuse and Neglect, CPR, First Aid

---

## ***PROFESSIONAL EXPERIENCE***

TEACHER	August 2008-Present
Head Start Site I	Big City, WV
<ul style="list-style-type: none"><li>• Instructs children ages four and five in an appropriate learning environment</li><li>• Utilizes Head Start Performance Standards in curriculum and lesson planning</li><li>• Develops unique and individualized guidance plans with participation from families</li></ul>	

ASSISTANT TEACHER	August 2006-May 2008
123 Child Care	Anytown, WV
<ul style="list-style-type: none"><li>• Assisted lead teacher in carrying out established developmentally appropriate infant lesson plans</li><li>• Provided care for eight children ages six weeks to twelve months</li></ul>	

---

## ***ADDITIONAL EXPERIENCE***

- Hostess, Gourmet Restaurant, Chicago, IL, June 2005-September 2006
- 

## ***PROFESSIONAL ASSOCIATIONS AND TECHNICAL PROGRAMS***

- Member, National Association for the Education of Young Children, since 2007
- Microsoft Office, Photoshop, SPSS, PageMaker, Illustrator, Quark, Dreamweaver