

## Functional

This teacher, who wanted to change careers, highlighted skills developed from her work experience which promoted her as a candidate.

### Related Work Experience:

The three categories, which Alice chose in order to highlight her related work experience, were selected after she analyzed the responsibilities and tasks of educational materials development.

These categories identify skills developed while teaching without over emphasizing her teaching background.

### Education:

This section moves to the bottom of the resume when it is not clearly related to the objective or when work experience has followed formal education.

### Alice Morgan

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**Objective:** Position developing educational materials

### Related Experience: Program Development

- Developed curriculum for enrichment program designed for gifted students. Preparation involved extensive research into learning styles theory.
- Working closely with associates, integrated theories into an experimental instructional format which was implemented system-wide.

(1999 **Communication**

to

Present)

- Wrote articles about the 'gifted' program for the Board of Education community newsletter and the New Jersey Education Association magazine.
- Designed and conducted summer-long workshop on methods of teaching the gifted child. Instructional material used in workshop subsequently distributed throughout system.

### Material Design

- Developed creative instructional aids.
- Designed innovative calculator games for slow learners. *Materials accepted for publication by Simon and Ross, Inc.*

**Employment:** Fourth Grade Teacher, Milltown School  
Milltown, NJ. (1995-present)

**Education:** M.A., 1995, Montclair State College  
Upper Montclair, New Jersey  
Major: Mathematics  
Additional courses in media

B.A., cum laude, 1988, Hunter College  
New York, New York  
Major: Mathematics  
Minor: Early Childhood Education  
NJ Certifications: Teacher of Elementary Education  
Teacher of Mathematics

### References

**and Sample Materials:** Available on request.