

Peter Smith
123 Main Street, Chicago, IL 60000
petersmith@gmail.com
312.555.5555

EXPERIENCE

University of Illinois

2011-2014

ESL Instructor

- ☐ Served as a volunteer ESL instructor in Danville, Illinois in order to provide a much needed ESL class within the community
- ☐ Developed and taught lesson plans and activities in a multi instructor class which utilized CLT (communicative language teaching) and TBLT (task based learning teaching)
- ☐ Shared instructor responsibilities with seven (7) other instructors in a class of 10-12 students twice a week for a total of six (6) hours a week with beginner intermediate proficiency level students
- ☐ Taught and assessed reading and writing for communicating effectively in personal and workplace settings
- ☐ Planed and delivered organized, creative, task-based lessons to meet curriculum proficiency goals
- ☐ Provided corrective language feedback on oral and written production
- ☐ Developed task-based writing activities for a cook book
- ☐ Served on curriculum and hiring committees

University of Illinois

2011-2014

Chicago/Community Anti-Violence Education (CAVE)

- Helped design and implement a peer driven anti-violence program that empowers incarcerated men through mentoring, education, and character building to return to their communities as peace makers.

Danville Correctional Center (Clinical Services)

2011-2014

Guest Speaker/Substance Abuse Instructor

- Designed and presented lessons relating to substance abuse prevention to students in substance abuse classes made available through a clinical services program at Danville Correctional Center

Danville Correctional Center (Clinical Services)

2010-2011

Peaceful Solutions Educator

- Designed and presented lessons focused on peaceful solutions for conflict resolution

EDUCATION:

- ☐ Governor State University (Bachelor's Interdisciplinary Studies anticipated June 2016)
University Park, IL.
- ☐ CAAP Certification (Certified Associate's Addiction Professional) Illinois Alcohol and Other
Drug Abuse
- ☐ Professional Certification Association Inc. 2012
- ☐ Substance Abuse Counselor Training Certificate 2012
- ☐ Associate's Degree in General Education, Carl Sandberg College, Galesburg, IL. 2001
- ☐ Business Management Certificate; Carl Sandberg College, Galesburg, IL. 2000
- ☐ Cumulative GPA 3.52
 - ☐ 3.57 (University of Illinois)
 - ☐ 3.62 (Danville Area Community College)
 - ☐ 3.38 (Carl Sandburg College)
- ☐ Relevant courses:
 - ☐ Philosophy of Education (University of Illinois)
 - ☐ Social and Cultural Foundations of Education (University of Illinois)
 - ☐ Theories of Personality (Carl Sandburg College)
 - ☐ Psychology of Personality (Danville Area Community College)

SKILLS:

- ☐ Fluent in Spanish and English, and beginning proficiency in Italian
- ☐ Microsoft Word, Access, Excel, PowerPoint

500 Main Street
Anytown, IL 60606
555-555-5555
JohnJohnson@email.com

John Albert Johnson

WORK EXPERIENCE

Adult Learning Center, Our Town, IL

English Teacher. Coordinate community outreach efforts and administer institutional examinations.

February 2015 – Present

Friendly Temp Agency, Our Town, IL

Various assignments involving administrative and clerical roles.

March 2013 – December 2014

Illinois Central Community College, Decatur, IL

ESL Teacher, peer tutor.

August 2010 - January 2013

EDUCATION

Associates Degree, awarded 2011

Illinois Central Community College

Education course work:

- ☐ Advanced mathematics
- ☐ Linguistics for language teachers
- ☐ Political and historical perspectives in Education
- ☐ Sociology of Education and Philosophy of Education

Certificate, Peer Counseling

Illinois Central Community College

2012

Certificate, Horticulture

Northern Illinois Community College

2009

REFERENCES

Sharon Mendez, Coordinator
Adult Learning Center
1010 Central Street
Our Town, IL 60000
sharonmendez@email.com
555.555.5555

William Smith, Director
Friendly Temp Agency
40 North Ave.
Our Town, IL 66666
williamsmith@email.com
555.555.5555

JOHN SMITH

123 W. Main St. #5, Peoria, IL 61614
john.smith22@gmail.com | 300-600-1234

OBJECTIVE | My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS & ABILITIES

Technical

- Familiarity with common commercial kitchen equipment and sanitation and cleaning processes
- Knowledge of special diet preparation (vegan, kosher, halal, etc.)
- Visual design for advertising commercial and private events

Communication

- Possess excellent conflict resolution skills and ability to work effectively with people from a wide range of backgrounds
- Published writer in both creative and academic venues
- Tutored adult learners one-on-one and in group settings in writing and math with high level of success

Organizational

- Efficiently catalogued and maintained collection for a small community library and created displays to communicate services and events to patrons
- Familiarity with inventory, ordering, and stocking processes
- Proven leadership as co-founder of a community theater troupe

EXPERIENCE | **TEACHING ASSISTANT, ADULT BASIC EDUCATION STATE OF ILLINOIS**
DECEMBER 2015-DECEMBER 2016

Tutored students in basic literacy and numeracy for the Test of Adult Basic Education, graded student work, kept confidential student records, and other duties as assigned

SPECIAL DIET COOK STATE OF ILLINOIS
APPROX. 5 YEARS EXPERIENCE 1997-2015

Operated commercial ovens, fryers, steam pots, and other equipment, prepared special diets according to religious or medical specifications, served meals in a high capacity cafeteria

EDUCATION

UNIVERSITY OF ILLINOIS, URBANA-CHAMPAIGN – 4.0 GPA

- Upper-division courses in literature, communication, and theater

DANVILLE AREA COMMUNITY COLLEGE – 4.0 GPA

- Earned over 60 credits in undergraduate coursework toward an Associate's degree

VOLUNTEER EXPERIENCE

EDUCATION JUSTICE PROJECT, RESOURCE ROOM WORKER UNIVERSITY OF ILLINOIS, URBANA-CHAMPAIGN

JULY 2012-MARCH 2014

Assisted students with library needs, assisted tutors with tech support, conducted basic library circulation work, kept rooms cleaned, stocked, and well-organized

PUBLICATIONS AND AWARDS

"Rhetorical Listening" (essay). *Intertext*, 2014.

"Practicing Openness in Prison Education: A Collaborative Inquiry into Empathic Pedagogy and the Politics of Compassion in Writing Center Practice." Co-Authored paper presented at the Conference on College Composition and Communication, Indianapolis, IN. March, 2014.

"Prison Writing" (essay). Prison Writing Networks, workshop at the Conference on College Composition and Communication, Indianapolis, IN. March, 2014.

"(Untitled Poem)". *The Public I*, 13(3), 2013.

"Reflections on a Monday Mourning" (essay). *Winter Harvest*, Summer 2012.

Education Justice Project Creative Writing Award in Poetry, 2012

Martha Webber Creative Nonfiction Award, 2013

REFERENCES

MAGGIE JONES, ASSOCIATE PROFESSOR OF SOCIOLOGY UNIVERSITY OF ILLINOIS-SPRINGFIELD

2116 First St., Springfield, IL 62259
j.ones@gmail.com 616-228-1234

FRED THOMAS, GENERAL MANAGER HUDSUCKER FOUNDATION

1732 Nebraska Ave Peoria, IL 61614
f.thomas@gmail.com 303-686-3287

MIKE JENKINS, CONSTRUCTION WORKER LOCAL 722
FOUNTAINHEAD TOWER
365 Rand Blvd. Chicago, IL 60181
Orwell.1984@gmail.com 310-788-7374

Jeff J. Jefferson
(555) 902-0704
jeffjefferson@yahoo.com

Brilliant communicator, possessing attention-demanding presence, leadership skills, and the ability to positively impact any situation

Education:	Chicago State University	Chicago, IL
	Psychology Major	Present
	Kennedy-King College	Chicago, IL
	Physical Education Major	2014
	University of Illinois – Education Justice Project	Urbana, IL
	Social Justice Major	2011
	Lake Land College	Mattoon, IL
	• <i>Associates in Science</i>	2006
	Psychology/Sociology Major	
	• <i>Small Business Management Certification</i>	2004

Accomplishments:	Leadership	
	Just Leadership USA	
	• <i>Emerging Leader for Returning Citizens</i>	2015
	National Council for Student Leadership	
	• <i>Certified Future Leader</i>	2014
	Kennedy-King College	
	• <i>SGA Vice-President/ Senator</i>	2013 – 2014
	• <i>Student Ambassador/ Dean’s List</i>	2013 – 2014
	• <i>Phi Theta Kappa Honors Society Inductee</i>	2014
	Author –	
	• <i>Twice Published via the U of I Education Justice Project</i>	
	“Why Momma Cry” – <i>Beyond the Pen</i>	2013
	“Visiting Day” – <i>Winter Harvest</i>	2012
	<i>Writing for Change Symposium</i>	2010

Community:**Motivational Speaker/Social Justice/Community Activist**

- **University of Chicago** – *Prison Abolition Panel* – Panelist **2016**
- **Daily Illini of UIUC** – *Published Article: Education Justice Project Frees Incarcerated Minds* **2016**
- **F.O.R.C.E.** – *Legislation for Removal of Lifetime Employment Barriers Against Felons* – Advocate **2016**
- **Education Justice Project** – *EJP Expo* – Panelist **2016**
- **Community Renewal Society** – *Occupy Palm Sunday Protest Against Police Brutality* – Organizer & Activist **2016**
- **Chicago Aldermanic Black Caucus Town Hall** – Activist **2016**
- **Chicago Town Hall** – *Advocated Against Committee Appointing Chicago Police Superintendent* – Activist **2016**
- **Lequan McDonald Protest** – *Interviewed by NBC Affiliate* **2015**
- **Stop Mass Incarceration Movement** – *Marched in Bud Billiken Parade to Protest Police Brutality* – Participant **2015**
- **Education Justice Project** – *Symposium on Higher Education in Prison University of Illinois* – Moderator **2014**
- **Education Justice Project** – *Reception: Hosted by the President of the University of Illinois* – Presenter **2014**
- **Education Justice Project** – *FACE Event* – Guest Speaker **2014**
- **Roosevelt University** – *Life Skills Re-Entry Program* – Guest Speaker and Volunteer **2011 – 2014**
- **Prison Justice Project** – *Forum on Social Justice* – Panelist **2013**
- **Life Builders United** – *Peace Keepers Back 2 School Rally* – Guest Speaker and Volunteer **2013**
- **Safer Foundation** – *Job Readiness Program* – Volunteer **2013**

MARY GREEN

123 First Street
City, ST 20202
100.200.3000
MaryGreen@gmail.com

September 10, 2012

Sally Jenkins
ABC Company
123 Main St.
City, ST 20202

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

As a professional administrative assistant with excellent research skills, I am eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet its goal of providing only the most accurate and timely information to its clients.

Please find enclosed my resume and a list of my references. Feel free to call me at 100.200.3000 to arrange a time to meet. I look forward to hearing from you.

Sincerely,

Mary Green