

Name

Date

Sample Resume

Mary Jane (Janie) Jones
320 Washington Street
Fond du Lac, WI 54935
(920) 555-9290
mjones@jobseeker.com

Career Objective

Seeking a full-time position as a child care teacher.

Education

Moraine Park Technical College
Fond du Lac, WI 54935
Associate's Degree in Child Development
Graduated December 2004, GPA – 3.8/4.00

Work-Related Skills

Supervised children between the ages of 6 weeks and 12 years.

Led stimulating lessons for the development of gross and fine motor skills.

Led a music program for 3- to 5-year-olds.

Implemented a positive-reinforcement program for school-age children.

Organized and supervised educational field trips.

Assisted in the production of the school-age drama program.

Related Work Experience

Tiny Tots School
Child Care Worker
September 2000 to December 2003
Moraine Park Technical College
Fond du Lac, WI 54935

Kids Are Precious
Child Care Worker
January 2004 to Present
114 North Street
Fond du Lac, WI 54935

References Available Upon Request

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References for Mary Jane (Janie) Jones

Emily Paten
Director, Tiny Tots School
119 Sheboygan Street
Campbellsport, WI 53010
(920) 555-5684

Ted White
Supervisor, Tiny Tots School
222 Southway
Fond du Lac, WI 54935
(920) 555-8732

Tess Schumacher
Manager, Kids Are Precious
N. 5555 Hilbert Drive
Fond du Lac, WI 54935
(920) 555-9701