**Internship Placement Resume Format**

Name Permanent Address and phone number

Local Address

Local Phone Internship Address (if not the same as your

E-mail Address permanent or local address)

**Professional Goals**

State your preference for secondary level and your subject matter preferences (your teaching major and/or minor). Include any other information about special challenges that you would like to have next year (e.g. working with ESL students, being in an urban school, etc.)

**Education**

Year of graduation Name of institution (e.g. Michigan State University)

Degree completed or to be completed

Majors and minors

**Do not include your GPA.**

Year of graduation Community college or other university, if applicable

Year of graduation High school

City, State

**Pre-Internship Field Experiences**

Briefly describe your field experiences in TE 250, 302, 407, and 408.

Semester(s) Name of school or placement site (hours/week)

Describe any special lessons, projects or units you planned and taught, and what you learned from these experiences. **Do not include your mentor’s name.**

**Teaching Related Work Experience** (*paid or volunteer - list the most current first*)

This section includes tutoring, summer camp counseling, coaching, childcare, etc.

Year Name of institution or organization

Brief description of responsibilities

**Other Work Experience**

List other jobs you have had. You do not need to include dates, places or responsibilities unless this was a particularly significant experience in your life. You could, however, describe what you learned from these experiences such as self-discipline, assuming responsibility, better writing skills, deeper content knowledge, etc., if significant and relevant to your teaching.

**Awards or Scholarships Received**

**Personal Interests**

List your extra-curricular activities during college or high school, hobbies, travel, special interests or skills such as music, theater, etc. Mentor teachers find this information very helpful so do not omit it. If you have interests in coaching or other extra-curricular activities during the internship, this is the place to mention them.

**Please do NOT include reference information.**