

## Lenny Paulinsky

123 Eastwood Drive

New York

999-999-9999

paulinskylenny@xyz.com

---

**Objective:** Interested in the position of a Vocational Training Instructor

**Highlights:**

- Expanded number of trainee positions available in local businesses by 50%.
- Developed and implemented a fund-raising program among local businesses and individual donors for purchasing new classroom equipment and technology.
- Successfully teamed unimpaired students with disabled students to enhance the learning experience for both student groups.

**Employment:** Blue Bird High School New York  
*Vocational Training Instructor* 3/3/2007 to Present

- Taught general vocational classes that included professional behavior and appearance, communication skills and basic mathematics, as well as specialized vocational classes in repair of home appliances and basic automotive repair.
- Developed classes that included mini-lectures, discussion of cases, hands-on practice and field trips to local businesses.
- Tested and evaluated achievement of student in technical knowledge and trade skills.
- Placed students in trainee and apprenticeship positions.
- Taught students with disabilities.

Richmont High School New York  
*Admissions Clerk* 3/3/2005 to 3/3/2007

- Promoted from Clerk I to Clerk II.
- Reviewed incoming applications to check for completeness.
- After Admissions Committee made their selections, initiated computer-generated acceptance and rejection letters.
- Answered applicant inquiries in person and by telephone.

**Experience:** Lakeshore High School New York  
*Shop Volunteer* 3/3/2004 to 3/3/2005

- In senior year, provided voluntary assistance to shop teacher during free period and after school.

**Education:** New York State University New York  
*Bachelor of Arts in Vocational Training* 2005

- Graduated with a 3.4 grade point average.

**References:** Available upon request