

**Samantha Patterson**  
123 Windemere drive  
New York  
999-999-9999  
sompatterson@xyz.com

**Objective:** Interested in the position of a Biological Teacher with a leading school.

**Experience:** ABC High School New York  
**Biological Science Teacher** 3/3/2007 to Present

- Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Served on academic and administrative committees that dealt with institutional policies, departmental matters, and academic issues.
- Wrote grant proposals to procure external research funding.
- Evaluated and graded students' class work, laboratory work, assignments, and papers.
- Advised students on academic and vocational curricula, and on career issues.
- Provided professional consulting services to government and industry.
- Initiated, facilitated, and moderated classroom discussions.
- Prepared and delivered lectures to undergraduate and graduate students on topics such as molecular biology, marine biology, and botany.
- Maintained regularly scheduled office hours in order to advise and assist students.
- Maintained student attendance records, grades, and other required records.
- Planned, evaluated, and revised curricula, course content, and course materials and methods of instruction.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Selected and obtained materials and supplies such as textbooks and laboratory equipment.
- Supervised students' laboratory work.
- Supervised undergraduate and graduate teaching, internship, and research work.
- Acted as advisers to student organizations.
- Collaborated with colleagues to address teaching and research issues.
- Conducted research in a particular field of knowledge, and published findings in professional journals, books, and electronic media.
- Participated in campus and community events.
- Participated in student recruitment, registration, and placement

activities.

- Compiled bibliographies of specialized materials for outside reading assignments.
- Performed administrative duties such as serving as department head.
- Compiled, administered, and graded examinations, and assigned this work to others.

**Education:** State University of New York  
**bachelors of Science in Biological Science** New York  
2007

**References:** Available upon request