

Megan Reynolds
123 Grouse lane
New York
999-999-9999
meganreynolds@xyz.com

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

Experience: ABC Community High School New York
Geography Teacher 3/3/2007 to Present

- Initiated, facilitated, and moderated classroom discussions.
- Compiled bibliographies of specialized materials for outside reading assignments.
- Compiled, administered, and graded examinations, and assigned this work to others.
- Advised students on academic and vocational curricula, and on career issues.
- Evaluated and graded students' class work, assignments, and papers.
- Prepared and delivered lectures to undergraduate and graduate students on topics such as urbanization, environmental systems, and cultural geography.
- 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.
- Supervised students' laboratory and field work.
- Supervised undergraduate and graduate teaching, internship, and research work.
- Maintained student attendance records, grades, and other required records.
- Maintained geographic information systems laboratories, performing duties such as updating software.
- Acted as advisers to student organizations.
- Participated in campus and community events.
- Participated in student recruitment, registration, and placement activities.
- Wrote grant proposals to procure external research funding.
- Served on academic and administrative committees that dealt with institutional policies, departmental matters, and academic issues.
- Provided professional consulting services to government and industry.
- Performed spatial analysis and modeling, using geographic information system techniques.
- Performed administrative duties such as serving as department head.

- Collaborated with colleagues to address teaching and research issues.
- Maintained regularly scheduled office hours in order to advise and assist students.
- Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- Conducted research in a particular field of knowledge, and published findings in professional journals, books, and electronic media.

Education: State University of New York
Bachelors of Arts in Geographical Science New York
2007

References: Available upon request