

Early Childhood Education

Michigan Pathway: Human Services

Sample Objective: **Pre School Aide, Assistant Teacher, Early Childhood Paraprofessional, After School and Weekend Sitter, Nanny, Child Care Professional, Latchkey Attendant**

Ideas for Qualifications:

- Motivated to enhance the social, physical, and intellectual well-being of small children with proven expertise in childcare development.
- Classroom training in the licensed "Teens for Tots" preschool program.
- Strong knowledge of child development and education theories and practices.
- Wide knowledge of safe and appropriate activities for students.
- Knowledge of classroom management techniques such as; _____
- First Aid / CPR certified (20XX).
- Experience as a teacher aide in "Teens for Tots" preschool program working with students ages 2-4 years old.
- Hands-on teaching experience in the licensed "Teens for Tots" preschool laboratory.
- Over 3 years experience babysitting children ages 3 to 5 years old.
- Developed appropriate written lesson plans for classroom activities.
- Keeps accurate and timely records on student files and student progress.
- Performed lesson activities with preschool aged children.
- Knowledge of guidance & discipline principles.
- Knowledge of health care procedures of children and workers.
- Safety & first aid / CPR certified, June -20XX.
- Certified in Blood borne Pathogens and Hazardous Communications training (20XX).
- Solid understanding of nutrition & food service requirements and regulation.
- Safely prepares healthy snacks for large groups of children.
- Proficient with classroom organization and maintenance.
- Interacts and engages with children to find teachable moments, runs small and large group sessions, plans activities and exercises with lead teacher and maintains a safe and educational learning environment.

Sample Summary of Qualifications: *form a well-crafted sentence that summarizes your skill.*

High school graduate highly skilled in supervising and interacting with children in a positive environment, and with a demonstrated ability to provide proper direction and daily routines in a pre-school classroom setting.

Certifications:

Holds valid certifications in:

- CPR Certified- 20XX
- First Aid Certified -20XX
- Blood Borne Pathogens Certification-20XX

Personal Management Skills:

- Strong Communication, leadership, management and problem solving skills.
- Provides excellent decision making skills.
- Focused, able to work with minimal supervision.
- Detail oriented, self-motivated work style; proven ability to master new skills quickly.
- Motivated and willing to work hard to get the job done.
- Bi-lingual: English and Japanese.
- Computer skills: Microsoft Word, Publisher, PowerPoint and Excel, Internet and Microsoft Outlook.
- Ability to communicate effectively both verbally and non-verbally.
- Personable; sensitivity shown to children, co-workers and clients.
- Adaptable to different situations with ability to learn new skills.
- Self-motivated, detail-oriented with proven task prioritizing skills.
- Highly developed work ethic, including exemplary attendance record.

Work History or Experience:

If no official work history, include co-op/internships opportunities, class related volunteer experiences or projects, and any course related knowledge/activities or professional experience you may have acquired or been recognized for.

This information could also be highlighted as *Experience, Education or Accomplishments*. Always briefly include **who, what, where and when or how your actions improved or contributed to the situation or organization.**

1. Keep your Resume to **ONE PAGE with 1 inch margins on all sides**. If you are running onto page 2 then try reformatting, refining statements and taking a second look to see if you are repeating information. Always have someone proofread your work before ever submitting your resume to a potential employer.
2. Only include the most relevant skills and accomplishments which will impress a potential employer or will be useful to the job you are applying for.
3. Include volunteer experience and accomplishments when: you have very little to no experience at all, if the experience is related to the job, or if your experiences will be in some way beneficial to note.