

MICHAEL MATTHEWS

Sample

603 Park Avenue • Greenville, MS 38701 • 662-335-2222 • mjmatthews@email.edu

Skills and Certifications

State of Mississippi Class A Teachers License
First Aid and CPR Certified • Fluent in Spanish • Strong Computer Skills

Education

20xx **Delta State University** **Cleveland, MS**
Bachelor of Science
Major: Secondary Education-Mathematics
GPA: 3.8
Related Coursework
Math Through Problem Solving
Number Theory
Classroom Management
Secondary Mathematics
Modern Algebra

Experience

20xx **Broad Street High School** **Shaw, MS**
Student Teacher

- Assisted with instruction of Algebra and Geometry courses
- Aided teacher with classroom management
- Planned and direct lessons plans and concepts
- Taught individualized math concepts using manipulatives
- Organized and created learning centers and bulletin boards
- Worked productively with staff, students, and parents

20xx-20xx **Bolivar County Library** **Cleveland, MS**
After School Program Tutor

- Assisted students with reading and math skills
- Planned grade and skill-level appropriate activities
- Reported student participation and progress to parents and teachers
- Created games using current events and math

20xx-20xx **Delta State University** **Cleveland, MS**
Math Tutor

- Tutored students in upper level math courses: Business Calculus, Liner Algebra, and Trigonometry
- Planned and executed skill-level appropriate activities
- Assisted students in understanding Math concepts
- Reported student participation and progress to instructors

Activities and Honors

- College of Education Mathematics Scholarship
- Kappa Mu Epsilon Mathematical Honor Society
- Kappa Delta Pi Education Honor Society
- President's List
- Student Government Association, College of Education Delegate

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References:

Nathan Johnson

Mathematics Teacher / Supervising Teacher

Broad Street High School

P.O. Box 1365

Cleveland, MS 38733

(662) 846-1111

njohnson@yahoo.com

Sample

Stella Wear

Professor of Mathematics / Student Teaching Supervisor

Delta State University

P.O. Box 3564

Cleveland, MS 39834

(662) 846-3333

stellwear@deltastate.edu

Stephanie Frederick

Tutoring Coordinator

Delta State University

P.O. Box 3225

Cleveland, MS 32236

(662) 844-5562

sfrederick@email.edu

Monica Bing

After School Program Coordinator

Bolivar County Library

1456 Sunflower Avenue

Cleveland, MS 38732

(662) 846-2222

monicabing1@cableone.net

Note: Do not duplex actual resume!!!

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September 5, 20xx

Mrs. Sandra Watson
Superintendent, Bolivar County Schools
2287 Magnolia Street
Delta, MS 38751

Dear Mrs. Watson:

I am very interested in your Algebra and Geometry teaching position at Simmons High School. I have a well-rounded educational background, and I am looking for an opportunity to put my skills and knowledge to action.

I received my Bachelor of Science degree in Secondary Education from Delta State University in May 20xx. I have learned a great deal regarding classroom management through observations and hands-on experiences. I offer solid experience in instructing high school students. I have gained a great wealth of knowledge through my student teaching internship, as well as through tutoring several math disciplines at the college level.

I am confident that the Algebra and Geometry teaching position at Simmons High School matches my interests and abilities. I am excited about the possibility of joining the school's staff and working closely with the students and parents. To provide you with more information about my experiences and education, I have enclosed my resume.

Sincerely,

Michael Matthews

Michael Matthews

Enclosure

Math Career Interview Questions

Teaching

- Why did you choose this major?
- What goals do you hope to achieve in your field of study?
- What experiences do you have, either in teaching or from previous jobs that have prepared you for this position that you are applying for?
- What method(s) of evaluation would you use to see if students, in your class, are learning?
- What expectations do you have for students who are entering or interested in taking your class?
- Describe briefly how you would handle a student if he or she repeatedly disrupts your class.
- Describe what action you will take if a parent is upset or is angry with you.
- How do you stay up-to-date or current with your major?
- Explain in detail how you would begin each class session.
- How do you structure a class if you only have fifty-five minutes to teach that class?
- What methods or strategies would you use to guarantee that every child is getting the best education?
- How do you promote acceptance and diversity in your classroom where you will be teaching?
- Why do you feel that you are the best candidate for the job?
- We see that you have done a lot of conference papers and presentations; we have limited professional development funds. How do you feel about that as a limiting factor? (Will you continue to go and pay your own way – stop doing research? Resent the limitations?)
- Could you tell us about your dissertation?
- What audiences are you addressing, what are the other hot books or scholars in your field, and how does your work compare with theirs?
- What is the cutting edge in your field and how does your work extend it?
- How will you go about revising your dissertation for publication?
- What is the broader significance of your research? How does it expand our historic understanding, literary knowledge, humanistic horizons?
- Can you explain the value of your work to an educated layperson?
- Tell us how your research has influenced your teaching. In what ways have you been able to bring the insights of your research to your courses at the undergraduate level?
- How would you balance your teaching duties and your own research plans?
- If you were organizing a special symposium or conference on your research topic, which scholars would you invite?
- In what journals do you expect to publish your research?
- Would you be able to take on a graduate student immediately?
- Tell us briefly what theoretical framework you used in developing your research?
- If you were to begin it again, are there any changes you would make in your dissertation?
- What facilities do you need to carry out your research?

Non-Teaching

- Describe your current research. Will you be continuing in this research track? What are your future research plans?
- How would you involve graduate/undergraduate students in your research?
- Where do your research strengths lie? (Quantitative/qualitative, etc.?) Why? What are your research weaknesses? And how will you improve?
- Your current research requires more technological support than this institution is able to provide. How will you deal with this?

