

Jenny Hickman

526 Eagle Avenue Duncan, MS 32254 662-866-8423 jkhickman@email.net

Profile of Skills

Ability to multitask • Goal Oriented • Creative • Capable Leader • Team Player • Willing to Relocate
Enjoy New Challenges • Desire to Serve Community and Others

Education

20xx	Delta State University Bachelor of Education Major: Child Development	Cleveland, MS
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Experience

20xx-Present	Kids Discovery Center <i>Lead Teacher, 3year old class</i>	Shelby, MS
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- Help instruct children in positive, nurturing and safe environment; Promote individual, physical and social development with children; Instill basic concepts needed for school readiness; Adapt teaching methods and materials to meet student's various; interests and needs; Attend conferences and seminars to maintain certifications and skills

Summers 20xx-20xx	Delta State University <i>Counselor, OKRA Camp</i>	Cleveland, MS
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- Developed child nurturing through physical activity; Invented positive reward based point system for children's behavior; Created three interactive games involving math and movement; Oversaw activity of 75 campers

20xx-20xx	Little Tykes Day Care Center <i>Assistant Teacher, Toddler Class</i>	Duncan, MS
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- Planned and executed age appropriate activities to promote social, cognitive, and physical skills; Observed and assessed each child's development; Developed daily lesson plans; Conducted parent-teacher orientations and meetings

20xx	Boys and Girls Club <i>Volunteer Office Assistant</i>	Greenwood, MS
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- Assisted with event coordination; Tutored children; Processed paperwork and prepared mail outs; Greeted patrons; Referred crisis cases to counselors

University Honors

- College of Education Child Development Scholarship
- Dr. Cam McMillan Honorary Scholarship
- President's List
- Dean's List
- Member, Kappa Iota Delta Sorority
- Event Coordinator, OKRA Camp Entertainment
- Volunteer, American Cancer Society

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References

Dr. Sally Sullivan

Assistant Professor
Division of Family and Consumer Sciences
Delta State University
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662-885-5562
ssullivan@email.net

Ms. Kathy Johnson

Director, Kids Discovery Center
123 Kid Street
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kjohnson@kidmail.net

Dr. Walter Rogers

Assistant Professor
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**E-mail your resume to
careerservices@deltastate.edu
and we'll give it a free check-up!**

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September 5, 20xx

Ms. Linda Watts
Emmanuel Academy
2287 Gresham
Indianola, MS 38751

Dear Ms. Watts:

I am very interested in your pre kindergarten teaching position at Emmanuel Academy. I possess the comprehension, understanding, skills and talent to make a contribution to the success of your school.

I have a well-rounded educational background, and I am looking for an opportunity to put my skills and knowledge to action. The pre kindergarten teaching position will give me an opportunity to use my teaching skills to help the developmental growth of the students at Emmanuel Academy.

I received my Bachelor of Education degree in Child Development from Delta State University in May 20xx. I have learned a great deal about child development in the classroom through observations and hands-on experiences. I offer solid experience in teaching small children, as I have worked in several day care facilities, as well as served as a camp counselor.

I am confident that the teaching position at Emmanuel Academy matches my interests and abilities. I am excited about the opportunity of joining your staff and working closely with the children and parents. To provide you with more information about my experiences and education, I have enclosed my resume.

Sincerely,

Jenny Hickman

Jenny Hickman
Enclosure

Child Development Interview Questions

- Are you tolerant of other people's beliefs on child rearing, family, and religion?
- Do you think children can learn anything by playing?
- Do you feel that you can make a difference in a child's life in a few hours of your time? If so, how?
- Do you think children should eat everything on their plate?
- Is it okay to let a child fall asleep in the crib with a bottle of formula in his/her mouth?
- What do you think is the best way to warm up a bottle for a child?
- Describe three ways to burp a baby.
- How much water does it take for a child to drown?
- What would you do if you are caring for a child that is openly defiant and argues with you constantly?
- What would you do if you arrived at work and noticed a child throwing up for no apparent reason?
- How do you thaw and warm frozen breast milk?
- What would you do if a parent was three hours late to pick up his/her child and did not call?
- Why do you think you are capable of caring for children?
- Do you know the signs of a child being abused?
- What activities do you think might interest a toddler?
- Do you know CPR? If so, have you ever had to use it on a child before?
- What is your overall philosophy of raising children?
- Do you think it's safe to put down a newborn on a table or a couch for a few minutes?
- How do you handle kids if they are bored?
- How do you handle a child if he or she has a temper tantrum?
- If a child fell and hit his head, what would you do?
- What techniques do you use to put parents minds at ease when you first meet them?
- What are appropriate types of punishment for misbehavior?
- Will there be differences in the bowel movements of a breast fed baby?
- Do you believe in offering rewards to a child for good behavior? If what, what are appropriate types of rewards?
- What do you do if the baby cries for the first hour and a half you are there? How do you handle the child? What, if anything, do you tell the parent?