

## Sample of Resume – Kindergarten Teacher (Education and Training)

**Job Title:** Kindergarten Teacher

**Name:** Chan Tai Man

**Tel:** 98xx xxxx

**Address:** Hong Kong

**Email:** [chantaiman@example.com](mailto:chantaiman@example.com)

### PROFILE

I am seeking a position as a Kindergarten Teacher. I graduated from the department of Early Childhood Education. I hope that I have an opportunity to utilise my knowledge in early childhood education and enhance my skills gained from my degree. I used to intern and work in early childhood education establishments. As an energetic and self-motivated team player, I strongly believe I am competent of working for this position.

### WORK EXPERIENCE

**Feb 2019 – May 2019**

**Student Teacher, ABC Kindergarten**

- Conduct lessons independently and assist other teachers in the lessons
- Organise learning activities and prepare teaching materials
- Assist other teachers to take care of the students after lessons

**Jul 2018 – Sep 2018**

**Assistant Playgroup Teacher, Playgroup Company**

- Organise playgroup games and prepare teaching materials
- Assist and answer parents' enquiries
- Assist operational duties and administrative work

### EDUCATION

**2015 – 2020**

**The Education University of Hong Kong**

Bachelor of Education (Honours) (Early Childhood Education)

**2009 – 2015**

**Hong Kong Secondary School**

HKDSE: Chinese 3, English 3, Mathematic 3, Liberal Studies 4, History 3, Chinese History 5

### PERSOANL SKILLS

- Proficient in Cantonese and Mandarin, fluent in English
- Good command of written Chinse and English
- Proficient in MS Word, Excel, PowerPoint