

Paul Straub  
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### Job objective

An internship as Assistant Teacher at your school in which I can contribute my interpersonal communication skills and gain hands-on experience as a teacher.

### Education

- 10/20XX – present **Lehramt Gymnasium** (high school education)  
**University of Munich, Munich, Germany**  
A five-year degree. Main subjects: Mathematics, Physics and PE
- 06/ 20XX *Abitur* (approx. equivalent to high school diploma)  
Average grade: 2.3 (approx. equivalent to an overall 'B' grade)
- 09/ 20XX – 07/ 20XX Secondary school, Dublin, Ireland

**Kommentiert [BO1]:** Start with your most recent educational achievement. The oldest comes last. Same for work experience.

### Work Experience

- 01/ 20XX - present **Co- founder of "Lernen für alle"** (an organization which enables disabled children to improve their theoretical skills)
- Developing ways of communicating knowledge to disabled children
  - Finding sponsors for our program
  - Organizing extracurricular events for the children
- 07/ 20XX **Internship at the Erasmus-Grasser Gymnasium**
- Taught Math, Physics and PE to students aged 11 to 18
  - Conducted private lessons in Math and Physics

**Kommentiert [BO2]:** Do not forget that bullet points in the US are capitalized!

### Additional Skills

- Languages**
- German (native)
  - English (excellent command)
  - French (good working knowledge)
  - Latin (working knowledge)
- Computer** Proficient in Microsoft Office (Word, Excel, Power Point)

**Kommentiert [BO3]:** Do not use the CEFR system (A1, A2, B1, etc) since it is not common outside of Europe and they will most likely not know what it means.

### Memberships and Affiliations

- Active member in a Basketball Club since I was 8
- Active member in

### Interests and Activities

- Competitive Basketball

**Kommentiert [F4]:** This shows that he is a team player and ready to work hard.

References available upon request.