

Writing a Teacher's Résumé

- A resume is an important communication tool from you to principals. It lets them know, in a brief written form, about your qualifications and why they should pursue you as a candidate.
- A resume should be more than just a listing of personal data and work experiences. It should be a sales brochure, which markets you as a great teacher.
- ***There is no one right way to write a resume.*** Each resume is as individual as the person who writes it. There are, however, generally accepted ways of getting information across to potential employers.

Required Elements of a Resume

1. Identification:

- Include your name, address, phone, and *professional* email address. Your name should be in the biggest print on the page, three or four times bigger than the other print.

2. Certification:

- List your certification and any endorsements, and the date. "Texas EC-4 Certificate, expected July 2012."

3. Education:

- List your college degree(s) in reverse chronological order, including school name, city, major(s), minor(s), and date(s) of graduation. If you haven't yet graduated, list the date you plan to graduate. If it's more than a year from now, indicate that the degree is "anticipated June 2001." If your G.P.A. is over 3.0, you may want to include that as well.

4. Teaching Experience:

- This is the most important part! This is the place where you can really sell yourself to potential employers as the next great teacher at their school!
- Use the list of action verbs located in this packet. Write down everything that could help sell you as a teacher.

5. Related Experience:

- This is where you list paid or unpaid work which gave you experiences that will help you be a better teacher—camp counselor, tutor, etc.

Optional Elements

The rest of your resume can include any of the following elements. Again, choose those that sell you as a teacher the best.

1. Work Experience:

- This element is optional because your teaching experience is what interests principals and other hiring authorities the most. List these jobs in reverse chronological order. Highlight those aspects of the job which are teaching related. (Training other employees is of more interest to principals than sales.)

2. Honors and Activities:

- If you have some impressive honors (Dean's list, Phi Delta Kappa, any scholarships or achievement awards), or activities that relate to teaching, you can list them.

3. Special Skills:

- Fluency or proficiency in foreign languages, using computers to enhance instruction, etc.

4. Professional Preparation:

- Special workshops, seminars, etc. you've participated in, especially those which can be quantified (e.g., "Trained Great Books Leader").

5. Professional Memberships:

- List those professional associations to which you belong. Include any leadership positions or committee memberships. (e.g., National Council of Teachers of English)

Any other achievements, training or skills that help sell your qualifications. If you're not sure about something, ask yourself, "If I were a principal, what skill or experience would I want to read about?"

Resume Mechanics

Your resume should look clean and concise. It communicates as much about you as the clothing you wear to an interview. Take the time and money to make a first class presentation.

- Stick to one page unless you have several years of teaching experience. Even if you have many years in the work force, condense (maximum 2 pages), focusing on teaching.
- If you need a printed copy, use a good paper stock. Nothing too flashy: white, ivory, or light gray. Get extra paper for matching cover letters.
- Use bolding, underlining, or italicizing to highlight those words or phrases you want to stand out. Don't overdo it, though.
- Use perfect grammar, spelling, and punctuation. Make good use of action verbs (list is attached). Have several people proofread your resume.
- Make it visually attractive: white space for the eye to rest; no marks, erasures, etc. Use a font that is easy to read.

Action Verbs: Use these verbs to start each sentence on your resume...

achieve...	eliminate...	negotiate...	structure...
acted as...	employ...	observe...	substitute...
active in...	enact...	obtain...	summarize...
adapt...	encourage...	operate...	supervise...
administer...	enforce...	order...	support...
advise...	enhance...	organize...	teach...
allocate...	establish...	originate...	test...
analyze...	estimate...	oversee...	train...
anticipate...	evaluate...	participate...	transform...
approve...	examine...	perceive...	translate...
arrange...	expand...	perform...	treat...
assess...	explain...	persuade...	tutor...
assign...	express...	plan...	utilize...
assist...	facilitate...	predict...	verify...
attend...	follow up...	prepare...	win...
balance...	formulate...	prescribe...	write...
budget...	gain...	present...	
calculate...	generate...	prevent...	
chaperone...	grade...	produce...	
clarify...	guide...	promote...	
coach...	handle...	propose...	
communicate...	identify...	prove...	
compare...	illustrate...	provide...	
complete...	implement...	publicize...	
conduct...	improve...	publish...	
construct...	improvise...	question...	
consult...	incorporate...	realize...	
control...	increase...	receive...	
cooperate...	influence...	recognize...	
coordinate...	inform...	recommend...	
counsel...	initiate...	redesign...	
create...	inspect...	refer...	
culminate in...	inspire...	reinforce...	
decide...	instruct...	relate...	
define...	integrate...	reorganize...	
delegate...	interact...	report...	
demonstrate...	interpret...	represent...	
design...	interview...	research...	
determine...	introduce...	resolve...	
develop...	investigate...	review...	
devise...	involve...	revise...	
diagnose...	judge...	schedule...	
direct...	lead...	screen...	
discipline...	lecture...	select...	
discover...	locate...	serve...	
display...	maintain...	simplify...	
distribute...	manage...	solve...	
document...	mediate...	speak...	
draft...	modify...	standardize...	
earn...	monitor...	stimulate...	
edit...	motivate...	strengthen...	

NAME

Street Address ~ City, TX Zip ~ Phone Number ~ Email Address

CERTIFICATION

Elementary Teacher or Middle School English Teacher.
Pending Certification in Texas grades 1-8.

EDUCATION

Bachelor of Arts, Interdisciplinary Studies; Minor, Special Education

University of the Incarnate Word, San Antonio, Texas
Graduation Pending: May 2012
GPA: 3.86 on a 4.0 scale

TEACHING EXPERIENCE

Student Teacher, Grade 2

Name of School, City, State
Fall 2012

- Designed and implemented lesson plans for children at different learning levels.
- Utilized a variety of instructional methods including cooperative learning, games, discovery, and discussion.
- Assessed student learning, modified lessons to create meaningful, authentic learning for students, and prepared bulletin boards.
- Actively participated in school events such as PTO, Open House, in-service, faculty meetings, team leader meetings, and grade level meetings.
- Administered standardized tests and assisted cooperating teacher in parent conferences.

Child Care Provider

Organization, City, State
May 2006-June 2011

- Generated lessons, took attendance, and drafted letters to parents for up to thirty (30) pre-k children.
- Taught 3-5 year olds and scheduled the day for crafts, dramatic play, story time, and music.
- Attended workshops, created bulletin boards, prepared snack, and observed children during outside play.

Assistant to the Director Day Extended Activities

Organization, City, State
May 2005-May 2006

- Performed duties such as preparing snack, helping students with their homework, and observing them during outside play.
- Took attendance daily for the director.

OTHER WORK EXPERIENCE

Office Assistant, Organization, City, State, August 2007-present

AWARDS & ACTIVITIES

Dean's List; Member, Alpha Lambda Delta, Alpha Chi Honor Society, Kappa Delta Epsilon

COMPUTER SKILLS

Microsoft Word, WordPerfect, Internet, and E-Mail