

## Guidelines for Resumes

**Please limit to one page.** Appearance is extremely important. Your resume be sent to a prospective cooperating teacher and host school principal. Here are some suggestions:

**HEADING:** Name, Address, Phone, Email, and Certification details.

- Instead of listing a career objective, list your certification details in the heading: Elementary Teacher (Grades 1-6), Math Teacher (Grades 5-9), Secondary English Teacher (Grades 9-12).
- Things to consider: border/no border; font choice; should headings be in boldface? Underlined? All caps? How to best separate sections?
- This is a good place to mention your interests like coaching sports, sponsoring cheerleaders or Spanish Club, or yearbook, etc. (especially important if applying for a position in a small school where teachers sometimes wear many hats with varied responsibilities).

**CERTIFICATION:** To conserve space this section can be added to EDUCATION

- State of Missouri, Specialist Certification Expected December 2014
- State of Missouri, Teacher's Certificate, Science Teacher, Grades 5-9,

**EDUCATION:** Begin with most recent:

- **Master of Arts in Educational Administration,**  
Columbia College, Columbia, Missouri, May 2013
- **Bachelor of Science in Elementary Education (History Major)**  
University of Illinois, Springfield, Illinois, 2011
- List G.P.A. if it is impressive. List honors like Graduated Magna Cum Laude, Dean's List, Outstanding Math Student.

**SKILLS PROFILE/ CORE STRENGTHS/ EDUCATIONAL SKILLS:** (do as bullet points)

- Remember to use education buzz words such as inclusion, differentiated learning, assessment for learning, backward design lesson plans, etc.
- Examples might include your expertise in computer software programs, educational software programs, multimedia technology, etc.
  - \*Experienced with Smart Board
  - \*Tutored gifted students
  - \*Developed literacy project
  - \*Curriculum design experience
  - \*Fluent in Spanish
  - \*Team-teaching experience
  - \*Textbook Review & Selection Committee
  - \*Certified in Thinking Maps
  - \*Cultural Sensitivity (hosted foreign exchange student from Greece)
  - \*Experience with IEP's and Response to Intervention
  - \*Proficient in school oriented technology (PowerGrade, iPad, Smart Notebook)
  - \*Developed literacy lessons
- List your familiarity with computer software programs relevant to your subject.
- Don't be vague or use words like enthusiastic, creative, detail-oriented, knowledgeable and versatile. It is better to give specific examples that show your enthusiasm or creativity.

### **PROFESSIONAL EXPERIENCE:**

- PARA or SUBSTITUTE teaching experience: List school, grades or subjects taught (list the ones relevant to your certification level); make special mention if you were a long-term sub.
- FIELD EXPERIENCE: List school, cooperating teacher, grade(s)/subjects, lessons taught. Also list duties. For example, assisted the teacher, tutored students, created and presented lessons on various topics including \_\_\_\_\_, taught small group mini-lessons, graded papers, and recorded student grades, guided reading circles.
- Other experience working with students: established literacy projects, set up art fairs, directed plays, sponsored science club, introduced weekly parent newsletter, taught evening Spanish classes, served as chair of textbook selection committee, etc.
- *When updating your resume' after certification, be sure to include information about your student teaching experience.*

**OTHER WORK EXPERIENCE:** Keep this to a MINIMUM. Your profession is teaching so only list a maximum of two previous jobs and only list skills that are applicable to teaching.

- List other jobs you have had (start with the most recent). List the people skills or technical skills you developed as a result of this job. Mention skills you have that are applicable to teaching (managed office, supervised employees, organized \_\_\_\_\_, created \_\_\_\_\_, trained new staff members, etc.
- Examples: taught English to foreign-speaking adults, managed sales staff of 13 employees, child care provider for three children (ages 3-8), server at Chili's Restaurant where I supervised and trained new team members, summer camp counselor, etc.

### **EXTRA CURRICULAR ACTIVITIES:**

- List previous activities you have participated in that have prepared you for teaching. For example: summer camp counselor, developed Student Leadership Program, hosted speech contests, hosted science fairs.
- Mention if you are interested in sponsoring student leadership clubs like Future Teachers, Future Business Leaders of America.
- Mention if you have experience in coaching volleyball, football, etc. or as a sponsor for cheerleaders or flag team. If you haven't coached these activities but you played football or were a cheerleader, you could include that too.

### **PROFESSIONAL AFFILIATIONS/MEMBERSHIPS:**

- If you don't currently belong to professional organizations—join at least one. This is very important on your resume to show you are serious about professional development.
- Examples: Vice-President of Student MSTA (Missouri State Teachers' Association), STOM (Science Teachers of Missouri), NEA (National Education Association), Member PIE (Partners in Education), Member of Kappa Delta Pi Educational Honor Society.
- Note: Always write out the words for any acronyms used.