

Resume Writing Basics for Teachers

Resume Sections

Contact Information: Name, address (campus and permanent), phone and email.

Objective: An objective focuses a resume and should be concise and specific. If applying for a secondary education position, you may want to include extracurricular activities you are willing to sponsor.

Examples:

1. Elementary Teaching Position, K-6, High School Mathematics Teacher
2. Secondary or middle school position in science. Qualified and interested in coaching track, volleyball, or swimming.

Education: College name, city, state: degree (Bachelor of Arts or Bachelor of Science), your major(s), and date of graduation. Other optional information might include: relevant courses, course projects, honors/scholarships, or GPA (if it is a 3.0 or better). List any and all certifications and dates. If you transferred, list the name of other school(s), city and state, and dates you attended.

Professional Preparation: Include your student teaching experience, practical, and any other teaching experience you have had. Employers prefer the reverse chronological format. (List the most recent job first, the next most recent, and so on.) It is easy to read and identifies your work experience clearly. You need to include all the important information: Job title, name of employer, city, state, and dates of employment. Use action verbs and transferable skills to describe your accomplishments and skills in powerful, concise statements.

Other Experience: Include campus jobs and other employment, volunteer work, etc. Especially include any experiences where you have worked with children or adolescents. Only include jobs you have held since high school unless it is directly relevant to your teaching aspirations.

Optional Sections:

1. *Activities:* List campus or community activities you've been involved with while in college. List the name of the organization, positions held (if any), dates of involvement, and any achievements. You may include a brief description if necessary.
2. *Special skills:* List any relevant skills for the position to which you are applying (i.e. computer or foreign language skills)
3. *Honors/Awards/Scholarships:* Focus on special achievements or recognitions. If listing scholarships, describe their nature (i.e. academic, leadership based, etc.).

References: You may state that your references/credential files are available from the Career Center and give the address and phone number. Reference information should go on a separate sheet of paper. List 3-5; be sure to include Berry and non-Berry references. Be sure to ask permission before you include references information.

Name
Title
Address
Phone Number
E-mail

Resume Rules/Hints/Tips

- Always send a cover letter with your resume. A resume may be folded and mailed in a regular-size business envelope.
- Review and revise your resume as needed, a resume is a flexible document.
- Plan for a one-page resume. If your experience requires additional pages, ensure your most pertinent information is first.
- You **MUST** target your resumes for each type of position you are seeking.
- Keep font, font size, margins and spacing consistent throughout.
- Use italics, bold, underlining, etc. to emphasize and highlight.
- Use concise, positive phrases beginning with action verbs, include key words and transferrable skills.
- Use indented and "bulleted" statements.
- Quantify amounts, frequencies and dollar values where they enhance your job description.
- Very carefully edit, proofread, and spell-check for errors.
- Don't use resume(s) with job objectives different from the position for which you have applied.
- Don't list any personal information of any kind or include pictures. Don't state race, religion, marital status, or political affiliation
- Don't list references (exceptions: journalism, art,) references go on a separate page.
- Don't explain unrelated information in detail. Save your explanations for the interview.
- Don't use pronouns such as "I," "me," or "my" in your resume.
- Don't use personal evaluations (such as "learned a great deal through this experience").
- Spell out numbers though ten; four instead of 4.
- Use good quality resume paper...white or ivory are the most acceptable colors.
- If you would like assistance with the resume writing process, please contact the Career Center.

Eli Education

P.O. Box 495005
Mount Berry, Georgia, 30149
Eli.Education@vikings.berry.edu
706.236.2292

<i>Objective</i>	To teach middle school math or science with Fulton County Schools
<i>Education</i>	Berry College , Mount Berry, Georgia, May 2015 Bachelor of Science, Middle Grades Education Major; GPA: 3.65/4.00 Exploration in Diverse Cultures in Education , Liberia, Costa Rica, Summer 2013 Passed Middle Grades Science GACE (or other appropriate content assessment) Passed Middle Grades Math GACE
<i>Certification</i>	Upon Graduation: T-4 Middle Grades Education (4-8); ESOL Endorsement
<i>Professional Preparation</i>	Armuchee Middle School , Rome, Georgia Student Teacher, Seventh Grade Math, August 2014 – Present <ul style="list-style-type: none">• Develop lesson plans and take full responsibility of all classes for two weeks• Plan and teach an independent week unit on solving equations• Incorporate computer and technology into lessons• Differentiate instruction for special education and gifted students• Create and oversee warm-up activities, monitor student work, and supervise homeroom• Conference with parents and other teachers regarding students' progress• Supervise students on field trips and when the classroom teacher is absent• Collaborate with cooperating teacher regarding classroom and instruction management• Encourage academic growth of students by aligning lessons to the Common Core• Participate in pre-planning and the first full week of school
<i>Other Field Experiences</i>	Model Middle School, Rome, Georgia, Eighth Grade Science, Spring 2014 Rome Middle School, Rome, Georgia, Seventh Grade Math, Fall 2013 Elm Street Elementary School (Title 1), Rome, Georgia, Fourth Grade ESOL, Fall 2013 West End Elementary School (Title 1), Rome, Georgia, Sixth Grade Science, Spring 2012
<i>Relevant Experience</i>	Berry College Elementary and Middle School , Mount Berry, Georgia Classroom Assistant, August 2013 – Present <ul style="list-style-type: none">• Grade homework and provided assistance to students during class time• Supervise and ensured safety of the students at recess and lunch• Develop lesson plans through collaboration with the classroom teacher Tellus Science Museum , Cartersville, Georgia Summer Passport Program Intern, May 2013 – July 2014 <ul style="list-style-type: none">• Taught science vocabulary to students ranging in age from five to twelve years• Supervised and coached students during exploration activities
<i>Honors and Activities</i>	Omicron Delta Kappa Leadership Honor Society, Spring 2014 – Present Kappa Delta Pi Education Honor Society, Spring 2013 – Present Berry College Habitat for Humanity, Secretary, Fall 2012 - Present Georgia Association of Educators – Student Programs, Fall 2011 – Present

Taylor Teacher

Taylor.teacher@vikings.berry.edu
(706) 236-2294

Present Address (until 5/5/15)
Post Office Box 49xxxx
Mount Berry, Georgia 30149

Permanent Address
1530 Sweetbriar Road
Duluth, Georgia 30520

Objective To teach Preschool – Fifth grade with Cobb County Schools

Education **Berry College**, Mount Berry, Georgia, May 2015
Bachelor of Science, Early Childhood Education Major
Overall GPA: 3.89/4.00

Passed “Name of Appropriate Content Assessment” GACE exam

Certifications T-4, Early Childhood Education (P-5); ESOL Endorsement

Professional Preparation **Glenwood Elementary School**, Rome, Georgia
Student Teacher, August 2014 – April 2015, First Grade
Took full responsibility of the classroom for two weeks, and scheduled meetings with the principal. Teach lessons in spelling, math, reading, vocabulary, and phonics. Plan lessons for and teach a small reading group for remedial readers using Words Their Way, Guided Reading, and leveled texts. Implement calendar time. Develop and incorporate new ideas and lessons into the classroom teacher’s regular repertoire. Created and oversaw a center activity every week, monitored student work, and oversaw regular morning routine duties. Attend SST meetings, faculty meetings, and team meetings. Planned and taught a two-week thematic unit on friendship and symmetry. Meet and work with student’s parents to organize parties, make-up work, and classroom needs. Conferenced with parents on student’s progress.

Roan Elementary School and The International Inclusion Center, Dalton, Georgia, Practicum Student, May 2014, Kindergarten, Pre-school, Multi-age Third and Fourth Grade, Multi-age Sixth and Seventh Grade
Observed behavior and learning in the classrooms, took extensive notes on the culture and the learning experience, observed ESOL teacher and regular classroom reading teacher. Met families and conducted interviews with adults and students.

Armuchee Elementary School, Rome, Georgia, Practicum Student
January 2014 – April 2014, First Grade
Administered diagnostic reading tests on one child and implemented corrective strategies. Planned, created and executed weekly Reading Recovery lessons. Compiled a reading portfolio of the student’s growth and learning, and kept a journal of student’s achievements and self-evaluation.

Berry College Child Development Center, Mount Berry, Georgia,
Teacher Aide, January 2012 – April 2014, Preschool
Assisted teacher with students with classroom activities appropriate for each stage of development, serving children three to five years old. Attended to physical and emotional needs of students. Created bulletin boards and organized learning centers.

Glenwood Elementary School

Practicum Student, January 2012– April 2012, Kindergarten

Prepared, organized, consulted with professors and classroom teacher, and implemented a week long integrated thematic unit on plants. Created an interactive bulletin board and supervised the classroom in planting flowers in the school's front flower boxes. Observed regular classroom teacher. Taught lessons in literacy, including sequencing events in a story, structure of a story, and story mapping. Planned lessons and unit with another education student and team taught.

Other

Sylvan Learning Center, Dalton, Georgia

Teaching

Office Worker, August 2012 – May 2013

Experience

Worked to establish the first Sylvan Learning Center in the community. Created scheduling process and student transition procedures for teachers. Ensured that lessons started and ended on time. Took payments and scheduled appointments for director. Pulled books from extensive library for student instruction.

Berry College Academic Learning Center, Mount Berry, Georgia

Academic Tutor, August 2012 – May 2013

Tutored three middle grades students one-one-one in mathematics, writing, and social studies. Consulted with parents on learning progress. Gained insight into various developmental learning issues.

Camp Grandview YMCA, Millbrook, Alabama,

Camp Counselor, Summers 2011– 2013

Facilitated educational and recreational activities for children ages 5-13.

Communicated during meetings with parents to work through various concerns.

Work

Berry College Memorial Library, Mount Berry, Georgia

Experience

Circulation Student Supervisor, January 2012– May 2013

Supervised two student workers. Assume responsibility for opening and closing library. Assisted patrons.

Berry College Post Office, Mount Berry, Georgia

Student Supervisor, August 2011– December 2011

Trained and supervised other student workers, assembled and metered presorted first class mail, assisted customers, sorted and distributed mail.

Honors and Activities

Omicron Delta Kappa Leadership Honor Society, Spring 2014- Present

Rollins Work Award for outstanding work performance, Spring 2014

Kappa Delta Pi Education Honor Society, Spring 2014 - Present

Student Georgia Association of Educators, Fall 2012 – Present

Action Verbs by Skill Set

Management Skills

administered
analyzed
appointed
approved
assigned
attained
chaired
contracted
consolidated
converted
coordinated
delegated
developed
directed
enforced
enhanced
evaluated
executed
generated
hired
improved
incorporated
increased
initiated
led
motivated
organized
oversaw
planned
prioritized
produced
recommended
reorganize
resolved
reviewed
scheduled
strengthened
supervised

Communication Skills

Addressed
advertised

arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
marketed
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

analyzed
clarified
collected
conducted
criticized
diagnosed
evaluated
examined
explored
extracted
gathered
identified
inspected
interpreted
interviewed
investigated
maintained

organized
reviewed
summarized
surveyed
systemized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
informed
initiated
instructed
persuaded
presented
set goals
stimulated
tutored

Financial Skills

administered
allocated
analyzed
appraised

audited
balanced
budgeted
calculated
computed
developed
earned
forecast
managed
marketed
planned
projected
reconciled
researched

Creative Skills

acted
conceptualized
created
designed
developed
directed
entertained
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped
solved

Helping Skills

assessed
assisted
clarified
coached
counseled

demonstrated
diagnosed
educated
ensured
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented
served
volunteered

Clerical or Detail Skills

approved
arranged
catalogued
classified
coded
collected
compiled
dispatched
distributed
executed
filed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
reviewed
screened
specified
systemized
tabulated
validated

Application Letter Example

P.O. Box 495005
Mount Berry, Georgia, 30149
Month Date, Year

Dr. Suzanne M. Martin, Principal
East Central High School
1212 Center Street
Dunwoody, GA 44060

Dear Dr. Martin:

Please accept this letter and enclosed resume as a part of my application for the English Teacher opening at East Central High School for the academic year. I learned of the vacancy through the Career Center at Berry College. Currently I am completing my student teaching and will graduate this May with a certification in Secondary English.

As my resume details, I have experience working with children and youth of a variety of ages. My course work and field experience have prepared me for teaching at the high school level. I have worked with a cooperating teacher who has enjoyed outstanding success in teaching both college and vocationally-oriented students, and she has helped me integrate teaching theory with reality.

I also have experience as a camp counselor for children ages 5-12 which helped me gain a better understanding of the stages through which children progress. I worked with parents of each camper allowing me to improve my communication skills.

East Central High School provides students with many options to participate in extracurricular activities. While being a prepared and effective teacher is my first priority, I also want to contribute as a coach or faculty supervisor for extracurricular activities. I've enjoyed participating in several activities in high school and college, and I look forward to continuing my participation as a teacher.

I welcome the opportunity to speak with you to further discuss my qualifications and the teaching position at East Central High School. You can reach me at _____. Thank you for your consideration.

Sincerely,

(Sign Here)

Jane Doe

Enclosure

Please keep in mind that this letter is just a sample and not intended to fit every occasion. You should structure your letter to highlight your unique qualifications!