

Resume Tips for EDUCATION STUDENTS

Brought to you by The Office of Career Development

EDUCATION RESUME BASICS

- Reverse Chronological Order:** List items from most current to least current.
- Length:** With rare exceptions, keep your resume to one page.
- Margins:** Generally one inch.
- Font:** Use a professional font that is easy to read. Times New Roman - for print/hard copy. Arial, Calibri, Tahoma – for submission online. A 10-12 point font size is recommended.
- Consistency:** The formatting of a resume needs to be consistent. For example, if you choose to bold a job title, make sure you bold every job title. Also, make sure that everything lines up neatly on the page.
- Accuracy:** Your resume, and all other job search materials, must be 100% error free.
- Paper Quality:** Use a high quality paper stock (24-32 lb, 25% cotton fiber, 8-1/2 x 11) White, ivory, or light grey are good choices.

REQUIRED-- Your resume should have this structure & in this order:

Contact Info:

- Name
- Address (can be optional, but if they do mail responses, you will want this)
- Email
- Telephone

Objective/Branding or Profile Statement (optional)

- Be specific
- Share qualities you bring to the employer that match their needs

Education (required)

- Include PBA, and its location (West Palm Beach, FL)
- Degree & Major
- Grad date or Anticipated Grad Date
- If you have additional degrees, list from most recent to least
- Optional:** awards, scholarships, academic achievements

Certifications & Endorsements (optional, but strongly suggested)

- List all certifications (e.g. Early Childhood, Secondary)
- If you don't have the certification yet, put down the date you sit for it, even if it is in the future
- List any endorsements (e.g. ESOL)
- Any additional active certifications (e.g. CPR)

Experience | Teaching & Related Teaching Experience (required)

- Your most relevant experience will likely be your student teaching. This will take up the most amount of space on your resume experience section. This is the most important content the principal will review.
- Include specific lesson plans, classroom management skills and teaching styles that make you unique.
- Include anything that made your school and/or school experiences unique—their teaching model, student demographic, etc. (e.g. Taught using the Workshop Model. Or, Delivered curriculum using high tech modalities, with each lesson plan having a technological component.)
- Highlight any paid or unpaid experience through which you gained teaching related skills. Examples include: camp counselor, tutor, coach and nanny.

Experience | Paid Work or Other Non-teaching Volunteer Experience (strongly encouraged)

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- Include specific lesson plans, classroom management skills and teaching styles that make you unique.

Community Service/ Leadership / Activities (optional/encouraged if you have room)

- Include Organization Name, City, State and Dates (e.g. Summer 2013)
- Include your Membership in professional organizations. Include whether you had a position of responsibility or were a delegate.
- May want to include a series of bullets if relevant to the job you are applying for, showcasing the skills you utilized.
- May want to include number of hours you volunteered.
- Schools love grads who can also coach a sport, be an advisor for yearbook/newspaper or over a club or organization. Experience doing these things are great to also list on your resume.

Computer Skills (optional)

- List technology skills
- Examples: Microsoft Word, Power Point, Smart Board, Live Text

References (Separate document!)

- Name of reference, position, email, telephone number
- List three references
- One must be from a cooperating teacher – they will be called

HOW TO WRITE YOUR TEACHING AND RELATED EXPERIENCE SECTION

- Include (preferably) relevant experience, or at least showcasing transferable skills
- Begin with past tense verbs (managed, administered, created)
- No first person (e.g. "I counted widgets.") No "Duties included" or "My responsibilities were"
- Showcase how your unique contribution made a difference
- Think about how you were different than any other with the same role
- Quantify #, %, \$ (e.g. Increased response time by 20%. Volunteered as an Emergency Medical Technician, treating over 50 individuals.)
- Show don't tell: ask yourself, "How did I do this task?"
 - Bad = Taught book study.
 - Good = Facilitated and developed curriculum for an eight week book study with 12 girls ages 10-15 focusing on life skills.
- Highlight achievements/accomplishments (e.g. "Selected out of 10 candidates to tutor students in math.")
- Don't spend a lot of time explaining what people already know, e.g. Waitress: "As a waitress, I took food orders and was in charge of customer satisfaction. I am familiar with credit and debit systems. I was in charge of sanitation of the eating areas..."

ADDITIONAL INFORMATION

- No high school information!
- Keyword optimize your resume.
- A great resume takes on average 3 drafts/edits.

BUZZ WORDS FOR TEACHERS

The following words are very helpful when used in moderation on a resume for a teaching position.

Diversity instruction	ESOL/ELL Students
Team Teaching	Developmentally appropriate practice
Thematic unit	Interdisciplinary learning
Critical thinking	Peer teaching
Literacy	Manipulative
Guided reading	Cooperative Learning
IEP (Individualized Education Plan)	Teaching
Common Core	State Standards
Inclusion	ESE (Exceptional Student Education)