

RESUME FORMAT

Name
Address
Phone Number and Fax Number

Education

List date of degrees; university/college attended, city/state, degree, and major. Begin with the most recent. Example—

1998 University of Maryland, College Park, Maryland, M.A. (English)

If you have taken additional coursework or trainings, please list these as a subsection of the “Education” section. Example—

Additional Training/Conferences

- 2003–2004 Skillful Teacher Training
- 2001–2002 “Differentiation of Instruction,” Office of Enriched and Innovation Instruction

Certification

List all areas of certification.

Work History

Employment history should begin with present position. Note dates, employer, and location. Example—

1998–Present	Montgomery County Public Schools Walt Whitman High School, Bethesda, Maryland English/Journalism Teacher/Newspaper Sponsor
1990–1998	Montgomery County Public Schools Walter Johnson High School, Bethesda, Maryland English/Journalism Teacher