

## Writing a Teaching Resume

### What is a Resume?

A resume is a concise summary of your experiences and qualifications as they relate to a particular career field or position of interest. To be most effective, your resume must be employer-centered, focusing on how you can meet the needs of the employer. It should tell the employer who you are, what you know, what you have done, and what you can do for them.

Because a resume is a reflection of an individual, there is no one perfect way to approach writing a resume. However, there are some basic guidelines to follow, which apply to all resumes. If you are pursuing a position in more than one field, you will probably need several versions of your resume. You may also want to have a career coach and a professional in your field(s) of interest critique your resume.

### 10 Resume Writing Strategies to Consider

1. **Select a resume format that will best highlight what you have to offer:** (Refer to samples of the three types.)

- **A chronological resume** focuses more on dates, positions and duties in reverse chronological order and is best suited for someone with a lot of experience that relates to one's goals or objectives.
- **A functional resume** emphasizes transferable skills, qualifications and accomplishments and is good if you lack work experience or are trying to enter a new occupation.
- **A combination resume** combines the best elements of both formats. It is a good choice for recent graduates with some job experience.

### 2. Brainstorm

One of the best ways to craft a resume is by starting with a master list of your skills, knowledge, experiences, etc. The idea is that you will *never throw this master list away, only add to it*. From there you can pull items off your master list each time you need to make revisions to your resume.

Start with basic, objective things like:

- Knowledge (education/ licenses/ certifications)
- Skills
- Accomplishments/ awards

Then move on to your experiences:

- Clinicals
- Work experience
- Volunteer experience

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- Co-curricular activities
- Any other experiences you may want to include

3. **Use skill phrases.** Now you need to provide detail for your experiences. Beneath each experience, you should have multiple “skill phrases” (or you can write a paragraph). The more significant the experience, the more skill phrases. There are several different ways you can write a skill phrase, but we recommend skill phrases:

1. Begin with an action verb (*Go to the for Calling & Career tab on theRock and scroll to the 24/7 Resources portlet, then click on “Handouts & tip sheets”- there is an Action Verb handout there.*)
2. Explain what you did and how.
3. The result/ skill used.

Action verb

Skill used

What & how

Example: “**Demonstrate** *attention to detail* in administering medications and performing assessments.”

4. **Put the most significant information first.** Experiences, activities and skills that relate most directly to your job objectives should be featured near the top of your resume.
5. **Do not limit the content to just paid work experiences.** Focus on transferable skills also gained through volunteer work, service experiences, class projects, internships and activities.
6. **Maintain a professional appearance.** Copy your resume using a laser printer. Select quality linen paper (20-50 pound bond paper) and choose conservative colors (white, ivory, gray or cream). An exception to this would be a creative field such as design or marketing; in which your resume should showcase your creativity.
7. **What should be included?** Below is a list of items that should always be on a resume and a list of items that are up to your discretion. You can also view the attached sample resumes if you need guidance.

Essential	Optional
<ul style="list-style-type: none"> <li>• <b>Name and contact info:</b> This should include first and last name, daytime phone number, email address and mailing address.</li> <li>• <b>Education:</b> Include your GPA, any significant academic awards and graduation date (or anticipated graduation date).</li> <li>• <b>Related Job Experiences:</b> Be sure to include all relevant job experience that you have accumulated in relation to your intended work-field</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Professional summary/objective:</b> Most recruiters now prefer a professional summary over an objective, but it is up to you whether or not you include this section.</li> <li>• <b>Academic &amp; co-curricular activities</b></li> <li>• <b>Awards</b></li> <li>• <b>Professional memberships</b></li> <li>• <b>Skills</b></li> <li>• <b>Volunteer experience:</b> If you have related volunteer experience, include it! Unrelated volunteer experience is optional.</li> <li>• <b>Unrelated job experience:</b> Depending on how much major-related experience you have, including unrelated job experience may be necessary to fill in employment gaps.</li> <li>• <b>References</b></li> </ul>

Tailor your

8.

## Writing a Teaching Resume

### What makes a teaching resume unique?

A teaching resume is unique because the job you are seeking will likely require a very specific skill set and expertise. Therefore, a resume for a 2<sup>nd</sup> grade public school position ought to look much different compared to a resume for a private high-school Geometry position. The same could be said if you are applying for a traditional classroom teaching position verses ESL, Special Education, Early Childhood, etc.

### What do I need?

Because each teaching position is unique, you need to know the requirements and job description of the specific job for which you are applying. While much of your resume will stay consistent regardless of the job (education/work history/volunteer experience), the specific action and skill words you use should mirror those found within the job description. In addition to analyzing the job description, researching the website of the school and its District will give you further clues in regards to what is being sought in the applicant.

### Steps:

1. Research the job description and highlight the skills and traits that they are looking for in a teacher.
2. Research the website of the school, as well as its District, and consider how your skills and experiences would match and/or benefit that specific school
3. When applicable, include those skills and experiences in your resume, (preferably toward the top of your resume)
4. Go to the Rock→Calling and Career tab→Downloadable resources (bottom middle of the page)→ underneath Resume and Cover Letter section choose *Action Verbs Worksheet*. This sheet contains many more strong and effective verbs to describe your work and experiences.
5. Schedule a meeting with the Center for Calling and Career to go over your Resume and/or practice interview skills for the big job!

# BILLY TEACHERTON

1234 HOMEWORK STREET, MINNEAPOLIS MN 55414•  
(651) 123-4567 • BILLYTEACHERTON@GMAIL.COM

Elementary teacher seeking to apply knowledge of Smartboard techniques, literature circles and responsive classroom management in an inner-city school setting. Characterized by strong work-ethic, patience, effective communication and teamwork collaboration.

## **EDUCATION**

*Bachelor of Arts in Elementary Education*

May 2016

University of Northwestern - St. Paul

## **TEACHING EXPERIENCE**

Student Teacher at Hope Academy, Minneapolis, MN

Jan. 2016 - Present

- Created quarterly progress reports and provided feedback to parents
- Provided challenging and engaging learning opportunities for 24 students
- Helped students achieve growth and grow in passion for all subject areas
- Designed and implemented a customized curriculum for learning disabled students
- Participated in professional learning communities and staff
- Volunteered on the board for inclusive learning

Observing Teacher at Bel Air Elementary, New Brighton, MN

Oct. 2016 – Dec. 2016

- Developed math intervention lessons based on individual student needs
- Emphasized and encouraged proper classroom behavior and study techniques
- Studied best-practice skills according to *Teach Like a Champion*
- Maintained positive and professional relationships with cooperating teachers

## **LEADERSHIP EXPERIENCE**

Small Group Leader at Bethlehem Baptist Church, Minneapolis, MN

Mar. 2014 - Present

- Facilitated sermon summaries, discussions, and corporate worship
- Maintained communication with group members and church Elders

Resident Assistant at University of Northwestern, St. Paul, MN

Sep. 2014 – May 2015

- Managed and empowered students for academic success
- Lead prayer, devotions, and cultivated a gospel-focused environment

## **VOLUNTEER EXPERIENCE**

4<sup>th</sup> Grade Helper at Lily Lake Elementary School, Stillwater, MN

Jan. 2015 – Jun. 2015

Mission trip volunteer at Youthworks, New Orleans, LA

Mar. 2014

Feed My Starving Children volunteer, Minneapolis, MN

Feb. 2013

## **ATHLETIC EXPERIENCE**

Varsity soccer at University of Northwestern

Sep. 2012 – Dec. 2015

Ultimate Frisbee Club

Sep. 2013 – Dec. 2016

# ELEMENTARY TEACHER SAMPLE RESUME

493 North 3<sup>rd</sup> Street, Phoenix, AZ 85004  
(602) 634-9504  
mirzanda\_jankov@gmail.com

*Elementary Teacher with 10 years of experience teaching up to 25 students per class from Grades 1 to 4. Recognized for ability to teach a culturally diverse student population, while developing individualized plans for students at different learning levels. Proven ability to improve student literacy and math levels through innovative activities and lesson plans.*

## PROFESSIONAL EXPERIENCE

**WESTWIND ELEMENTARY SCHOOL**  
*Elementary Teacher*

Phoenix, AZ  
May 2010 – Present

- Taught 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> graders with an average of 25 students per class
- Increased students' scores in standardized tests by 24% in literacy and 35% in math
- Created and implemented innovative and engaging lesson plans and activities, increasing student learning motivation and effectiveness by 19%
- Turned around class that had severe management issues, by establishing a strong teamwork environment that reduced behavioral issues by 45%
- Explored use of technology within classroom and during field trips, allowing students to become better self-learners, and gaining 97% in parental approval and positive feedback

**SEQUOIA SCHOOLS**  
*Elementary Teacher*

Phoenix, AZ  
Sep 2005 – Apr 2010

- Educated an average of 18 students in grades 2 and 3, and received four "Best Teacher Award"
- Provided tutoring support and designed individualized learning plans for English Language Learners, students with learning difficulties, and gifted learners
- Established open-door policy, improving communication and trust with students and parents
- Collaborated with staff members in developing school activities and joint lessons that resulted in improved school morale by 24%
- Accountable for 10% to 34% improvements in literacy, art, and arithmetic skills for all students

## EDUCATION

**ARIZONA DEPARTMENT OF EDUCATION**  
*State of Arizona Teaching License*

**GRAND CANYON UNIVERSITY**  
*Bachelor of Arts in Elementary Education*

Phoenix, AZ

- Dean's List, GPA 3.9
- Summa cum Laude

## ADDITIONAL SKILLS

- SmartBoard and other Technology Teaching Tools
- Member of Arizona Teachers Association
- Phonemic Awareness Training and ELL Literacy Seminar