

Five Critical Resume Strategies for Teachers

There are many tricks to writing an effective resume. The most important fact to remember is:

Write your resume to sell YOU - consider it a critical marketing tool!

The thought of creating a resume makes most educators cringe. One of the biggest challenges of writing a resume is being objective, and thinking critically about what you have to offer. Writing your resume is one time you need to "boast" about your accomplishments; for many, this is extremely difficult. Don't think of it as bragging, it is simply telling and selling what you have done.

The following strategies and hints will help you get started in the right direction. Once you have completed your resume, you should be able to sit back and review all your accomplishments with a renewed sense of confidence.

So how do you create a powerful, unique resume that will entice the reader to call you for an interview? In a resume that really works for you, there are five critical components.

Appearance Counts

The layout must be modern, professional, and eye-catching. Arrange the information for easy and enjoyable reading. Make sure your key skills and accomplishments can be located at a glance. Remember, 10-20 seconds is all your resume gets in the first screening round.

Does the quality of the paper and print look great? Don't mix fonts. Leave lots of white space. Highlight or capitalize relevant job positions to make them stand out. Use bulleted lists. If you are faxing the resume, use only white paper.

If emailing your resume, use an ASCII Text format (fix the formatting after the conversion). Many companies do not open email attachments for incompatibility and virus reasons.

Organization

The information presented in your resume needs to be easy for the recipient to read and understand quickly. Create a highly visible and attention-grabbing summary section - this must be located at the top of the first page. If you know what type of position you are seeking, start with the job title, and then use a powerful subheading that really draws the reader into the body of the resume.

For example:

ELEMENTARY TEACHER

Dedicated to creating stimulating and enriching learning environments to provide students with a solid educational foundation

After this, you would write a Career Profile or Summary of Qualifications. This section summarizes and emphasizes your relevant knowledge and expertise, and will give the reader a concise overview of what you have to offer. This section will vary, depending on your experience. Many career profiles will include a visually appealing table of Core Competencies, which is the perfect place to list keywords.

After the career profile, your resume should contain Professional Experience, Education, Credentials, Certifications, Honors, Publications, Public Speaking, Technical Expertise, Professional Affiliations, and Languages. List these items in the order of importance.

Keywords

Load your resume with critical keywords, job and industry specific terms, buzzwords, and jargon. When the targeted institution receives your resume, a preprogrammed computer may be used to search for keywords to determine which resumes will land in the "YES" pile. The person hired may not be the best qualified for the job, but instead the one with the "matching" keywords. Research and find out what keywords are relevant to the position you are seeking. Read job ads, job descriptions, trade journals, and websites.

Valuable and Convincing Content

The body of your resume will decide whether or not you secure an interview. Write powerful statements that match the skills, abilities, and qualifications that the institution needs. Resumes contain sentence fragments, not complete sentences. Use vocabulary that interests the reader, rather than dull sentences that will make them put your resume in the "NO" pile. Stress accomplishments and skills, rather than dull responsibilities and job duties.

Some examples of accomplishments:

- Reduced student discipline rate by 8% by implementing student discipline program.
- Increased students' reading at grade level by 20% by implementing "home reading" program.
- Authored and published book entitled, "Open Parent, Staff, and Student Relationships Equal Results."

Let your personality shine - it is a well-known fact that hiring managers hire candidates with a pleasing personality. Words used in a resume can convey a personality that sets you apart from the rest of the candidates.

Your writing style must be clear and concise. Write in the first person, never in the third person - do not use the word "I." Statements should begin with action verbs, and should communicate results, accomplishments, and the value you can offer the company. Verb tenses must remain consistent. Sentences must be parallel. Make sure you show the reader you are a troubleshooter and can solve the institution's problems. Include examples and quotes from a previous supervisor - this will increase your credibility.

Class and Professionalism

The resume and cover letter you submit must demonstrate and display your "best" work. Would you hire yourself if your resume were in a stack of 1000 others? To ensure professionalism, send a cover letter, and address it to the hiring manager. Make sure the spelling of his/her name is correct. Do not fold your documents - send them in a full-sized envelope. If you are unable to personally deliver the resume, send it by overnight express to make a great first impression. There must be no typos or grammatical errors. Remember, this is an indication of your best work.

Recession-Proof Your Teacher Resume

Don't let a looming recession sidetrack your teaching career. It's good to know that teaching is one of the few professions that will continue to grow in the coming years. Good teachers are always needed and, if you do a good job writing your resume, you'll be able to recession-proof your career.

There are some things to consider when preparing your teacher resume for tough economic times. Start with your most recent resume, if you have one, and modify it to create the perfect resume for each situation. Here are some tips.

Highlight results and accomplishments, rather than what you think you can do. It's becoming more and more important for teachers to show that they HAVE produced excellent results; this will indicate to the reader that you can do it again. When you create your resume, make sure that you include specific examples of your successes. Use the C.A.R. approach: What was the challenge, the action you took, and the result? This will clearly explain your accomplishment.

Continuing education is an important part of every teacher resume. Be sure to include any classes, seminars, or courses you've taken recently. This shows you are a progressive teacher who is thirsty for knowledge and always trying to improve your teaching skills to stay current.

Flexibility is important, especially in a recession. The school may need you to work at more than one assignment. Knowing this, it is important to focus your resume on your ability to be flexible. Make sure you highlight some of your secondary skills, as well as your primary skills. For example, you may be trained and experienced as an English teacher, but remember to include your athletic or music talents. You never know when a dual role will be required and by showcasing all your abilities, you'll be more valuable to an employer.

Update your resume frequently; a stagnant document is obvious. To ensure you include your most recent skills and accomplishments, keep a computer file of your resume along with notes about any recent classes or seminars you've taken and any experiences you've had with children.

Keep your references updated; let these individuals know you are searching for employment. Do this to be sure they are not caught off guard when a call for a reference is made. You'll want to include the best and most recent references, written by those who know your talents and will

give you a glowing recommendation. As you update your references, always include those who are at the "top of the ladder," such as principals, superintendents, assistant principals, or department chairmen.

Use the latest teaching industry buzz words. This will show you are staying current in your profession and increase the odds of your resume getting read by a personnel director if it is scanned. Likewise, keep abreast of the latest developments in education so you can tailor your resume to these trends.

Customize your resume and cover letter to the specific job for which you are applying, if possible. This helps ensure your resume is geared to a particular school's or school district's needs.

Have your resume professionally critiqued, preferably by a resume writing company that specializes in education. We would love to review your documents and let you know if they will stand out from others.

Is Your Education Resume Visually Appealing?

As a Certified Resume Writer specializing in the education sector I come across a number of education resumes and cover letters. These documents would benefit greatly from being revised and enhanced. Why? Because in order to obtain a desirable teaching position, it is essential to lure a potential hiring committee with an eye-catching resume that stands out above the rest.

Here are some helpful hints:

The top third of the page, which can be referred to as the introduction, is critical. Within 20 seconds, the introduction must address what you can do to benefit the school district. Begin with a title, if appropriate, and then use a summary or profile to illustrate your key strengths and core competencies. This section must be compelling enough to generate interest and convince the reader to read on. The summary is where you incorporate eye-grabbing keywords. This section is imperative to ensure your resume to be noticed by the human eye or the scanner.

Moving to the employment section of the resume If you are using a combination or chronological format, you will want to include a short, introductory paragraph to demonstrate the scope of the position and the skills necessary to perform the required duties.

Accomplishments for each position should be bulleted...this is very important since the reader's eye will be drawn to this area, scanning for noteworthy achievements. Many people often express they do not possess any accomplishments. I know different, everyone has made contributions to the school district in one way or another. Take a moment to brainstorm and list the various activities, projects, and events you have partaken in. Look over your list and decide which accomplishments are relevant and include them in your resume.

Here are some examples that may help get your creative juices flowing:

- Developed fifth grade math curriculum, as part of a district-wide initiative to realign curriculum to State standards while fostering higher-order thinking skills among students.
- Utilized computer expertise to create word puzzles and math problems for lessons; implemented children's educational games into lessons, promoting a fun and exciting learning environment.

Resume Keywords - Understanding their Importance in Your Resume

There has been a great deal of discussion on the topic of incorporating keywords into your resume... what is the purpose and how do you know which keywords to use?

Whether you email your resume to a school district that places the document into a database for screening, or if you post your resume to a job board or school district site online, the simple fact is - all resumes are searchable by keywords, also known as buzz words. This method of screening speeds up the process for the hiring personnel, but can hinder your job search if you are not including these "hot" words. Whether you oppose or support this screening method, it is nevertheless a reality today. It is in your best interest to be prepared in case your resume does get scanned. This method of reviewing resumes is steadily increasing across all industries, therefore it is critical to a successful job search that you incorporate keywords when developing your career documents --- this includes both the resume and cover letter.

When creating a list of keywords to include in your resume and letter, put yourself in the position of the recruiter. Ask yourself what words, phrases, or nouns would a hiring authority use to find a successful candidate (such as yourself) to fill the position you are applying for? Consider using job titles, profession/industry specific tools or techniques, and skills that are unique to your position/industry/job function. Examine job advertisements, industry trade magazines, district websites, job descriptions, professional association's newsletters, informational interviews, etc. to get an idea of the customary words used. You may want to list relevant industry or professional organizations to which you are a member.

Education such as your degree, major or certificates are also important. To a scanning device, it doesn't matter where your keywords are situated on the page, but placing them near the top of your resume will trigger interest if it reaches the human eye. Many job boards have a specific entry to place keywords... use this option to your advantage.

For example, if you were searching for an Elementary Education Administrator position, you might want to include the following words in your resume and letter:

Community Relations
 Individualized Educational Plans
 Academic Goals & Standards
 Parent/Teacher Liaison
 Extracurricular Direction
 Student-Centered Instruction

Technology Integration
Discipline Management
Positive Learning Environment
Multicultural Awareness
Process Improvement
Program Management
Strategic Planning & Leadership

You can include applicable keywords in a visually appealing table of "core competencies" or "areas of expertise" at the beginning of your resume under your Profile and/or include them in bullets under each listed employment throughout the document. These bullets will serve to reinforce the keywords. The first bullet may be the keyword "Discipline Management" and the next, "Individualized Educational Plans" (IEPs). Under your listed employment, a bullet may sound similar to:

- Collaborated with teachers to reinforce and reward corrective behavior; instituted a consistent, fair discipline management plan that significantly reduced negative behavior.
- Collaborated with parents, teachers, and other school faculty support team members to develop Individualized Educational Plans (IEPs), enabling all students to advance toward individual academic targets.

Keywords can also include area codes, geographical areas, or certain districts

A Professional Resume - Five Important Ingredients

These are the most important points to remember when developing an attention-grabbing resume.

The look of a professional resume

Think of it this way: when you go shopping, chances are you make a purchase because you have seen the product advertised. What grabbed your attention? The ad, the product description, the benefits, or the packaging? This is the way your resume should be presented, as an advertisement that highlights your relevant skills, accomplishments, and answers the employer's question: "What can this teacher do to create the perfect school community?" or "What can this teacher do to increased our standardized test scores?"

Organization of information

The data presented in your resume needs to be easy for the recipient to read and understand, make sure they don't have to search for the information. Create a highly visible and attention-grabbing summary section, located at the top of the first page. You have only five to twenty seconds to grab their attention, making this section critical. This summary section is the place to include keywords, without making it obvious. You can have the best credentials and

accomplishments for the position, but if they are poorly presented, you can easily be overlooked for the teaching job of your dreams.

Valuable and convincing content

This is imperative and will be the deciding factor in whether or not you secure an interview. Write powerful statements that match your skills, abilities, and qualifications to the school district's needs. Many educators have difficulty writing their resume and emphasizing how their skills relate to the position - this is where a professional resume writer can help.

Let your personality shine

It is a well-known fact that school districts hire candidates with a pleasing personality. The words you use in your resume can convey the personality in your absence and set you apart from the other candidates. Use vocabulary that will interest the reader, rather than dull sentences that will make them put your resume in the "NO" pile.

Class and professionalism

Understand that your documents must demonstrate and display your "best" work. Would you hire yourself if your resume were in a stack of a 1000 others? To ensure professionalism, send a cover letter that is addressed to the principal or school district hiring manager, and make sure the name is spelled correctly. Do not fold your documents - send them in a full-sized envelope. If you are unable to personally deliver the resume, send it by overnight express to make a professional and powerful lasting impression.

Does Your Resume Lead Off with a Strong Profile?

Your resume "Profile" is one of the first sections that a recruitment officer or decision maker will view when scanning your resume. Regardless of what position you are applying for, your career focus should be customized to the needs of the potential school district. This "spotlight" portion of your marketing document should be written in a convincing manner, drawing attention to the direct contributions you can bring to the district. Remember to direct your profile toward what your employer wants and how you are the model candidate to deliver. This is the most challenging portion of a resume to write, and one that most job seekers do not put enough thought and effort into.

You want your profile to leap off the page. Begin with a career title at the top of your resume under your letterhead. Typically, this title is centered and in large bold print. Continue with a 5 to 7 line phrased paragraph that identifies the skills and talents you can offer and where you will fit into the school district.

Your profile is an opportunity for you to emphasize your professional experience, detailed qualifications, and transferable skills related to the position. The use of keywords within this section is paramount. Keywords are specific nouns and action verbs that effectively describe

specific terms are used in an occupation or job industry. Researching the position thoroughly and paying attention to what is listed in the employer's ad posting will provide a variety of keywords that can be integrated into your job profile. Modesty will not get you anywhere here. This is your first opportunity to show just how good you really are and the value you can bring to the school district.

Take this into consideration: If you were looking to hire an individual, which of the following profiles would catch your attention?

1. "Experienced English Teacher seeking challenging, full time employment within a public school district. Proven success working with children and providing lesson plans and a safe class environment."

OR

2. "Dynamic, resourceful teaching professional with a genuine interest in students' cognitive and social growth. Actively involved in all areas of education including curriculum development, teacher mentoring, student career preparation, and community work. Combine strong passion for English and writing expertise to motivate and inspire students, creating a fun and challenging learning environment. A self-driven leader with excellent communication and interpersonal skills who effectively collaborates with all levels of staff members and fosters quality relationships with students."

As you can see, the first example is dull, boring, and uninspiring. It tells you nothing more than what the individual is looking for and what little they can bring to the position. Unfortunately, this is the type of Profile that most decision makers or human resource professionals will see from potential employees.

The second example is one that engages the reader from the beginning. It actively describes the individual's talents and skills, and provides the potential school district with insight into what this candidate can bring to the position. This is the type of profile that will ensure that a recruitment officer will continue to peruse your resume with enthusiasm and interest.

Does Your Education Resume Contain Action Words?

A resume is a marketing summary of your relevant talents, experiences, and contributions you can make to a school district. It provides a synopsis of who you are as a professional and what value you can bring to the education community. Your goal is to create a content-rich resume that will stand out above the rest, secure a job interview, and ultimately win you that desired dream teaching job.

In today's fast-paced world of time crunching, potential employers and hiring managers can't evaluate all the resumes they receive in great detail. Most give the stack of resumes a hurried glance and toss the lot aside where they ultimately find their way to the "round" filing cabinet. Don't let this happen to yours.

How do you ensure your resume is strong and captivating? Writing eye-catching sentences that effectively describe your talents and achievements can be one of the most difficult things you do when preparing your resume - some find this impossible. To achieve the highest impact, you must begin your bullets with action words. Action words are verbs ending in "ed" that descriptively communicate an achievement. Here is a small sample of descriptive action words that will add some liveliness to your resume:

Accomplished	Delivered
Investigated	Achieved
Revamped	Launched
Demonstrated	Adopted
Reviewed	Lowered
Designed	Revised

When writing your skills and achievements bullets, make them attention-grabbing and brief. You can add descriptive adverbs and adjectives (e.g., creatively, regularly, patiently, concisely, etc.) to sell the reader on how well you did the task and bring the statement to life. You don't need to add an adverb to every achievement bullet, but do so occasionally.

Writing success stories is best achieved through concise bulleted lists, beginning with action words that accentuate compelling and relevant points. When developing your bulleted list of accomplishments use the C.A.R. approach, **ask yourself the following questions:**

1. What **challenge** have I faced or what problem have I resolved?
2. What **action** did I take?
3. What was the **result** of the action that I took?

The answers to these three questions provide proof to a school district interviewer that you successfully solved a problem or overcame a challenge to achieve success. The more specifically you describe your skills, strengths, and the situations and where you demonstrated them, the stronger the impression you will make.

Below are some examples of before and after bulleted accomplishment statements. If you were an employer, which bullet would immediately engage your curiosity?

Before:

- Used Language Arts, Math, Writing, Art, and Social Studies in developing a thematic unit on "Community."

After:

- Effectively integrated Language Arts, Math, Writing, Art, and Social Studies through the development and implementation of a thematic unit on "Community," providing students with the opportunity to learn through diverse learning modalities.

Before:

- Managed the classroom using various methods.

After:

- Successfully maintain effective classroom management by establishing clear, consistent behavior guidelines, creating an organized classroom, promoting mutual respect, and making learning exciting through engaging lessons and activities.

Now that you recognize the importance of descriptive action words and how to use them to create an engaging and eye-catching marketing document, you are on your way to job search success.

Resume Format for Teachers Which One Are You Using?

A better question... is the format you are using the correct one? Will it market your relevant skills and career background in the best possible way? Below is a brief description of four different types of formats commonly used by educators.

Chronological Resume Format

The information is organized by dates - the most recent position first, working backwards 10-15 years. This stresses positions you held and schools or companies where you worked. Recruiters and hiring managers tend to like this resume format because it's easy to read and demonstrates job seekers' continuous career growth. This format is used when the individual has steady career history and shows advancement, no employment gaps and is applying for the same line of work.

Functional Resume Format

This is organized by relevant skills or functions. These accomplishments are near the beginning of the resume, rather than with past jobs. The record of employment is listed but without responsibilities. Hiring managers and recruiters usually dislike this resume format, as it's easier to disguise a poor work record. This works well for problem careers, job hoppers, older workers, career transitioners, or academic deficiencies.

Combination Resume Format

A combination resume mixes the above formats. Information is organized in relevant skills and functions, followed by job titles, schools/companies and a brief description of responsibilities. The combination resume format is very well received by hiring authorities. This powerful

presentation shows relevant skills and accomplishments at the beginning, but is later supported by the strong employment section.

Academic Curriculum Vitae or CV

This is a condensed biographical statement, which can run anywhere from 3 to 20 pages, emphasizing professional qualifications, achievements, and activities. A curriculum vitae presents lists of achievements, rather than a narrative presentation of material. CV's usually begins with "Education" and details of your doctoral dissertation, followed by academic accomplishments such as awards, presentations, teaching, lectures, publications, committees, research, and other relevant professional pursuits. CV's are academic and credentials-based, instead of being accomplishment-oriented like a traditional resume. This format is used for scientists, academics, and physicians.

What Are Teaching Keywords? How to Use Them to Your Advantage

The use of teaching keywords in resumes and interviews started several years ago, and their use by job applicants is increasing. In fact, most schools are placing a significant degree of importance on teaching resume keywords before short-listing a candidate for an interview. When candidates use keywords, they stand a good chance of getting selected.

What are teaching keywords?

Simply put, teaching keywords are buzzwords that indicate you are the best candidate for a job. They are nothing short of magic words that can make or break your selection as a teacher.

Resume keywords started appearing several years ago, but they were restricted to resumes written by candidates who were looking for corporate jobs. They became very popular because employers found that they could identify good candidates and speed up the selection process. The popularity of resume keywords expanded to other professions, and both recruiters and candidates started using them as a tool in recruiting and interviewing.

Why are teaching keywords important?

Teaching keywords are important because they immediately project you as the best candidate for a job. Recruiters look for certain skills while scanning resumes and interviewing candidates. Teaching keywords call attention to the skills that recruiters are looking for in candidates. If you include keywords in your resume and mention them during interviews, you will be speaking their language, and it will dramatically increase your chances of being selected for a job.

Another factor that has increased the popularity of teaching resume keywords is the use of computers and the internet to search resumes and shortlist candidates for an interview. Recruiters use these keywords to find candidates who match an available position. When you include keywords in your cover letter, resume, and profile, your chances of being called for an interview

increase. This is the reason why most job portals have a separate column in which you enter your skills and competencies.

What are possible resume keywords for teachers?

There are many teaching keywords that you can include in your resume, depending on your qualifications, experience, skills, and accomplishments. For example, you can include keywords related to discipline, academic goals, parent interaction, extracurricular activities, and process improvement. You can review a selection of sample resumes or access internet sites to find them. Log on to the internet and browse the following words: "teacher keywords for resumes." This will give you an idea of how other candidates are composing their resumes.

Some keywords you might include are: credentials, education, teaching experience, subject areas, curriculum development or design, student teaching, teaching mentorship, key accomplishments, in-service training, English as a Second Language (ESL), classroom management, teaching and learning, curriculum planning, peer mentoring, lead teacher, teacher-parent relations, special needs students, gifted/talented students, testing, technology integration, discipline strategies, student involvement, parental involvement, teaching across the curriculum, interdisciplinary teaching approaches, K-12, mainstream, inclusion, and/or brain-based learning.

If you think you do not have the skills to create a keyword rich resume, you can find professional help. There are many, high-quality professionals available who produce resumes and cover letters for educators, and they are well versed in the latest teaching buzzwords. The job of these professionals is to create teaching keyword-rich resumes that get the attention of recruiters.

While creating your resume, make sure you include keywords at the beginning where you mention your skills and core competencies. This will produce a quick snapshot of your skills and accomplishments which will be seen by people who are scanning your resume.

How to Use Teaching Keywords in Interviews

The use of teaching keywords is not limited to resumes. You can include them during your interviews as well. In fact, many candidates use the summary of their skills and accomplishments that is on their resume to remind them of the keywords during interviews.

For example, perhaps you state the following as one of your achievements: "Improved class discipline." During the interview, that will remind you to explain the steps and strategies that you used to improve class discipline and how it was measured. If it had a result such as fewer children being sent to the principal, then tell that to the interviewer.

You should be able to justify your accomplishments with facts or figures. Do not mention a skill or accomplishment in your resume that you cannot justify in the interview.

To reiterate, if you do not know how to use keywords in your interview, get the help of competent professionals. There are good career coaches available who can help you with using keywords in your interviews and maximizing your chances of selection.

Foolproof Your Education Resume

Submitting top-notch marketing documents is critical to ensure a quick and successful job search. In various school districts the competition for the best teaching positions is fierce. This means you must set yourself apart from the rest of your competitors. A mediocre resume will not suffice; you need an outstanding resume and cover letter. The resume and cover letter are the documents that market your skills and expertise in your absence. Therefore it is vital that you devote quality time to the creation of these documents.

Here are some helpful resume tips to guide you through the process:

Presenting your resume.

Think of it this way: when you go shopping, chances are you make a purchase because you have seen the product advertised. What grabbed your attention? The ad? The product description? The benefits? Or the packaging? Approach the presentation of your resume in the same manner. Your resume should serve as an advertisement that highlights your relevant skills and accomplishments while answering the employer's burning question: "What can this candidate do to solve our current employment vacancy?"

Make sure your information is organized.

The information presented in your resume needs to be concise and easy to read. Create a highly visible and attention-grabbing summary section at the top of the first page. Remember, you only have five to twenty seconds to grab the reader's attention - make it count! This summary section is the place to include some keywords, without being too obvious. You may have the best credentials and accomplishments for the position, but if they are poorly presented, you can easily be overlooked.

Sell the reader with compelling content.

Don't simply TELL the reader what you have done; SELL the reader what you have done. This key distinction will be the deciding factor in securing an interview. Be sure to write powerful statements that match your skills, abilities, and qualifications with the district's needs. Many job seekers have difficulty selling them and emphasizing their skills in relation to the position when writing their resume. This is because it is difficult to act as an objective third party. Resume writing is a very different form of writing - a style that most people do not use daily - it is an art!

Bring out your personality.

It is a well-known fact that employers hire candidates with a pleasing personality. The words you use in your resume can convey your amicable nature, thus setting you apart from the other candidates. Use vocabulary that will interest the reader, as opposed to dull sentences that will send your resume to the "NO" pile. Show your passion for education and students... and of course let your positive attitude shine through.

Professionalism is a must.

Your documents must demonstrate your expertise and display your greatest achievements. To ensure professionalism, send a cover letter addressed to the correct contact, and make sure names of individuals and school districts are spelled correctly. Do not fold your documents - send them in a full-sized envelope. If you are unable to personally deliver your resume, send it by overnight express to demonstrate your strong desire for the position and make a lasting impression.

How Does Student Teacher Internship Help You in Your Teaching Career?

Student teaching internship programs have become extremely popular within the past few years. Most universities have programs to help recent graduates get a head start in their teaching careers. An internship program helps prepare aspiring teachers for their future in education.

There are numerous benefits in joining a student teaching internship. Two of the most important are the classroom teaching experience and a chance to work under experienced teachers who act as your mentors. In addition, you will have opportunities to see how a school operates, get feedback on your teaching skills, learn how to discipline, attend teacher meetings, and serve as part of an educational team.

As a student teacher intern, you will be expected to fulfill a variety of assignments. You will teach different subjects in a self-contained classroom or concentrate on an area of specialization, such as special education or a particular subject, such as English or social science. The duration of intern teaching will vary depending on your internship program.

Make sure you get to know your students so that you can deliver lessons in a way that is effective and comprehensible to all students. You must prepare a lesson plan for each lesson, anticipate students' questions, maintain discipline, and involve your students in the lesson. Treat the teaching opportunity as a launching pad for your future teaching career.

You will learn the finer details of teaching from your mentor, including ways to improve your teaching, how to maintain classroom discipline, how to plan successfully, and how to deal with students with different abilities or learning problems. Try to learn as much as possible from your mentor to get the maximum benefit out of your internship program.

Many student teacher interns are not sure how to include internship experience on their resumes. Some are even worried whether the internship experience will count as "real" (valid) teaching experience. Internship experience is highly valued and, if you did well during your internship, you can expect a favorable response from school districts. When completing your internship, don't forget to get letters of recommendation from your mentor teachers and the school principal.

Include your internship experience on your resume, under "Teaching Internship." Make sure you include a description of your assignments, their duration, and accomplishments that describe your skills specifically. The purpose of including student teacher internship experience in your

resume is to convince a hiring panel that you are a capable teacher who has proved that you can teach effectively and maintain discipline in the classroom. Mention that you have letters of recommendation on the resume and during your interview. Try to include a few teaching keywords in this section of your resume; this will show interviewers that you have a working knowledge of teaching vernacular.

There are countless opportunities for student teacher internships. If you did a commendable job in college, you could get hired in a school that is affiliated with the university. Make sure you get letters of recommendation from your mentor, the school principal, and your university advisor. This will help you get hired. Make sure you keep track of job openings that appear. Check school district notice boards, job websites, and teacher community boards on the internet to keep yourself apprised of openings.

Make sure you have the perfect resume and cover letter prior to embarking on your job search.

Ways to Submit Your Teacher Resume

1. **Online Postings:** Posting your teacher resume online places it where thousands of potential employers and recruiters can see it. If you have good credentials, then your resume can get picked up fast and easily. Also, many schools have online application procedures for new teaching jobs. Thus, attaching your resume to an online teaching job application is another great way to submit it.
2. **E-mailing your Teacher Resume:** In the 21st century, most teacher job searches moved online. Not only is e-mailing your resume a fast way to submit it to local recruiters, but, for international teaching jobs, it may be the only way to submit your teaching application and resume. Here is some information you need to remember when emailing your teacher resume:
 - o Make sure you include your name and the exact teaching job you are applying for in the subject line of the e-mail. This helps recruiters identify that the e-mail is from a prospective applicant, and it improves the chances of your e-mail actually being opened.
 - o Always use the full forms of words and no abbreviations. For example, no 'u' for 'you', no FYI for 'For your information' and things like that. Recruiters will be less than impressed by such e-mail etiquette when used by a teacher.
 - o Send your teacher resume as a plain Microsoft Word document. Not everybody has advanced software to view resumes that have been typed in PDF or JPEG. So unless you want your teacher resume to be cast aside because the receiver cannot open it, send it in plain text.
 - o Don't just check, but double check, that your e-mail and your teaching resume do not have any spelling or grammatical mistakes. Such mistakes from an educator are not well received.
3. **Hand delivering your Teacher Resume:** Delivering your resume by hand is also a good way to get it in front of prospective employers. You simply approach school district personnel offices directly and drop off your resume, indicating that it should go to the personnel director. If the opportunity presents itself, you can also speak to the personnel

director or an assistant and give your teaching resume to him or her.

You should also hand deliver your resume to as many recruiters as you can. Attending teacher job fairs enables you to do this effectively.

In addition, if you are personally acquainted with a school principal, you might consider asking him or her, as a favor, to look over your resume and recommend you to the district's personnel director.

4. **Mailing the Resume:** Your teacher resume can also be submitted through regular postal delivery. If your application includes other papers in addition to your resume or if you want to make sure your application reaches the receiver promptly, you can send it by registered mail. It is also possible to send an application package using a package delivery service.

Other methods of submitting your teaching application and your teacher resume include faxing it or passing it through people in your network who will forward it to potential employers.

Importance of a Complete Resume Package

You have been scanning the local papers, using online job searches, and have finally found a few ideal teaching positions that match your experience and skill set. You begin to question your path, asking "Where do I go from here?", "How do I ensure an interview?"

As a Certified Professional Resume Writer and Interview Coach, I have coached hundreds and even thousands of individuals in the art of job-hunting. I must say that the entire job hunting process is an art! Whether you are a recent college graduate or a seasoned professional, it is essential that you showcase your skills and experience in a proficient and complete manner, enhancing your professionalism and commitment.

A complete resume package will consist of the following:

Cover Letter: A cover letter is the first impression a potential school district will receive. It must capture the employers' attention and appeal to the reader's interests immediately. A cover letter is not the time to rehash your resume, but rather peak the reader's interest and entice them to read further.

Resume: Remember that this is where you will showcase your experience and skills. Utilizing powerful keywords and actions words will engage the reader. A hiring manager will either become enthusiastic about you, or forget who you are. A strong and relevant resume is your ticket to securing an interview.

Reference List: A professional reference is someone whom you have worked with in the past. It could be a supervisor or co-worker. These individuals would be someone you worked closely with or co-workers in other departments who admired your work. You could also include supervisors who were active in helping you learn and grow.

Thank You Letter: Thank you letters are an essential factor in the interviewing process, and should be sent to each individual on an interview committee. Neglecting to send a thank you letter may give someone else the upper hand in securing the job you want. A thank you letter can be sent by mail, fax, or e-mail, and should be sent no more than 48 hours after your interview.

Philosophy of Education Statement: This statement is generally one to one and a half page, double spaced. It provides the reader an overview of the educator's thoughts and beliefs about education, learning, teaching methods, and working with students. The statement shows the writer's passion for teaching and covers numerous different issues, therefore it must be concise and interesting -- you don't want to ramble. The writing of the statement can vary, but most use a straightforward, narrative essay approach. This marketing document is growing in popularity, educators believe it increases the chance of getting an invitation to a job interview or securing a job offer.

As you can see, there is a significant amount of time invested in an effective job search, but ensuring that you have a complete and professional resume package will guarantee a solid presentation of your skills, accomplishments, experience, and professionalism.

Text Version / Online Resumes

A text version of your resume is probably required if you are conducting your job search online. This version enables you to send your resume and cover letter via email, when the recipient will not accept an attachment. You can use your online resume to post to a school district web site when you are asked to copy and paste it into a "window". In addition, you need an online resume to post to certain education job boards. Basically, it is reformatted to comply with standards presented by emerging technologies during electronic transmission

There are a few reasons why you shouldn't email your resume as an attachment, when that happens use your online version.

Viruses are being transferred from one computer to another so quickly and easily. Some viruses can wipe out a complete hard drive; so some school districts are leery about opening attachments. Yes, there is virus protection software available and you would like to think that most school districts and individuals use some sort of protection. Many people will NOT open attached documents from strangers. In fact, there are organizations that have strict rules about NOT downloading attachments.

Compatibility... not everyone uses MS word, so don't assume the recipient of your email will have it. It would be very rare if a hiring manager or recruiter would take the time to email you back to let you know they operate Macintosh, not Word. They will simply use the easy to use DELETE key.

Everyone is busy. Don't assume the recipient will open your attachment. It only takes a few seconds for the documents to open, but remember how many emails a hiring manager receives

daily. To them, these minutes may accumulate into an hour, why take the risk of having it deleted. You can copy the text version in the body of the email, giving them no choice but to see the document. In addition, if it catches their attention, they will read it.

If you try to cut and paste from an MS Word document the content will look all "messed up" and will not be formatted correctly.

Professionally Written Resume VS Homemade Resume

We have all had about five minutes of resume writing techniques while attending college. This is just enough to ensure you could splice together something that would showcase your education and work history for a potential school district. In today's highly competitive job market, it has never been more important that your resume not only contain the essential information for which an employer is looking for, but also capture their attention to the point that they can't wait to call you for an interview.

As a Certified Professional Resume Writer and Certified Interview and Career Coach, I have encountered thousands of professionals who were not achieving success in the job market. Most of the blame could be placed on their resume. Remember, a proficiently written resume could mean the difference between sitting at home waiting for the phone to ring or sitting in the Principal's office interviewing for your dream job.

A homemade resume is pale in comparison to a professional resume because most:

1. List tasks that were performed and never mention challenges and achievements made.
2. Are cookie cutter styles and are not visually appealing to a potential employer.
3. Lack spunk and creativity as most individuals find it difficult to effectively write about themselves, and tend to leave out important and crucial details.

A professionally written resume is unique to you and will:

1. Effectively showcase your competencies and talents to ensure you stay ahead of the competition.
2. Capture the attention of the reader through the use of keywords, expert writing and creative layout.
3. Accentuate your career achievements in a manner that uncovers your past and present contributions to past employers. This will ensure a potential school district understands the value you can bring to their school community.

See for yourself! Take a look at the before and after:

Profile (Before):

Elementary teacher who is caring and nurturing with the ability to develop lesson plans and develop an environment that is cheerful.

Profile (After):

Accommodating, child-focused, and highly motivated elementary instructor dedicated to instilling a passion for life-long learning in every student. Caring individual with the talent to foster a positive and risk-free environment in which students will adopt the learning process. Skilled in developing challenging mind-catching curriculum that will inspire students; remains flexible in curriculum development addressing every child's learning ability.

Accomplishment (Before):

Designed and implemented creative lesson plans that allowed students to learn; accommodated all learning styles and abilities.

Accomplishment (After):

Increased student learning and class participation through the implementation of creative hands-on lesson plans that inspired students; remained flexible and accommodating to ensure that all learning styles and abilities were effectively addressed.

Resume Writing Tips You Should Know

Your resume is a marketing tool that allows you to advertise your skills and abilities to potential employers in your absence. The presentation of your resume can either open or close the door to success, leaving you with a lingering thought of "why didn't I get an interview? I am qualified."

The resume that gets the job interview does not just simply list your past work experiences and duties, it convinces the reader you have the identified skills and abilities to meet or exceed the expectations of the position. For this reason, your resume should be written in such a way that arouses interest, gives reasons why you are more qualified than other applicants, and encourage the employer to contact you for an interview.

What most individuals don't realize is that employers scanned a resume for only a few seconds, searching for key skills and accomplishments that the ideal candidate must possess. As a result, it is imperative that your resume captures the reader's immediate interest, or it will get lost in the shuffle.

Resume Writing Tips

1. Carefully review the Job Posting or Description

More often than not, job hunters write a general resume, sending the same "generic" resume to different job opportunities. This is one of the biggest mistakes, as it results in a

mediocre resume that does not fit the recruiter's requirements.

It is essential to highlight the appropriate skills and experience you have, pertaining to the job posting. Obtaining a job description for the desired position is a great way to pick out key skills and core competencies. In the event that a job description is not available, you can always research job descriptions on positions with similar titles. Visiting the school district's website also gives plenty of information about the atmosphere of the district and gives you tips on what tone you can use when writing your resume. It is imperative that you write several resumes tailored to the positions for which you are applying. Using one resume to apply to several positions results in a generic resume that never really pinpoints what you have to offer that will supply the needs of each particular employer. A resume is not a one size fits all.

2. **Maintain Focus - Chronological or Functional Resume Format**

Know what the reader is looking for and what relevant skills you have to offer. Read the job description, call the school district for more information, or visit the website. Knowledge is power! Once you have established this criterion, you can choose one of two resume writing formats; chronological or functional.

Chronological Resume - A chronological resume coordinates your past work experiences, placing emphasis on experiences that apply directly to the educational field.

Functional Resume - A functional resume is ideal when you have little or no experience. It allows you to portray your skills and abilities in categories that highlight specific skills the job requires.

3. **Focus on Your Accomplishments**

Focusing on your individual accomplishments will set you apart from other applicants. This allows you to highlight the value and successes you have brought to your past educational institutions. Spot lighting your successes will allow you to show a potential employer how you outperformed your peers. Quantify your accomplishments. There is something about the % and \$ that naturally draws the eyes. Give proof of your accomplishments. (i.e., "Designed unique curriculum that resulted in 75% of my students increasing their test scores by a whole letter grade.")

Don't simply list your duties, tell the district how your skills can help advance the goals and objectives of the school or increased student achievement. You are undoubtedly selling yourself when applying for a job with a resume, and you have very little time to close the deal. Make the decision easier for the employer by explaining exactly how you will meet the needs of the school community.

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Resume Writing Help - How to Create a Winning Document

A resume can make or break your employment future success. Simply put, your resume is a marketing tool that advertises your skills and abilities to a potential employer. It can either open or close the door to success.

"Why didn't I get an interview? I'm qualified..."

A winning resume does not just list your past work experiences and duties. It also convinces the reader that you have the identified skills and abilities to meet or exceed the employer's expectations. Your resume must be written to arouse interest and encourage the employer to contact you for an interview.

What you may not realize is that a resume is scanned for only a few seconds while the employer searches for key qualities and accomplishments. Therefore, it is imperative your resume capture the reader and ignite an immediate interest, or else get lost in the shuffle.

Resume Writing Help

You have toiled over every intricate detail of your past work experiences and duties, you have drafted and re-drafted your document, and now you are ready to assemble. Follow the tips below to create a winning resume and avoid being passed over.

1. Carefully review the Job Posting/Description

Don't send the same "generic" resume to different job opportunities, tailor it when possible. If you do, they will think you are ignoring their specific needs and requirements.

Keep in mind your objective is to secure an interview; you must highlight the appropriate skills and experience you have relevant to the job available. In the event there is no job description, try to research core competencies for similar positions.

You must prepare several resumes tailored to the positions for which you are applying. A resume is not a "one size fits all."

2. Maintain Focus - Chronological or Functional Format

Ensure that you know what the employer is looking for and what you can offer. Once you have established this criterion, decide whether you need a chronological or a functional resume.

Chronological Resume - Coordinates your past work experiences, placing emphasis on experiences that apply directly to the specific position. Your work experiences are ordered from most to least recent.

Functional Resume - A functional resume is ideal when you have little or no experience in a particular field, but you believe you have the skills and talent to do it anyway. Instead of highlighting your work experiences, you portray your skills and abilities in skill categories.

3. Focus on Your Accomplishments

Focusing on your accomplishments will set you apart from other applicants. Highlight the value and successes you have brought to your past employers. Spot-lighting your achievements will show a potential employer how you out-performed your peers during difficult conditions.

4. Use Descriptive & Keywords

Descriptive Words - When describing your past work experiences and accomplishments, start your phrases in the past tense, listing them in bulleted format. This will make your

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Keywords - Showcase your competence in a particular field by using keywords that highlight your competencies and expertise. Example keywords: Teacher: Classroom management, curriculum design and implementation; Principal: Educational program evaluation, IEPs, enrollment process.

5. **Proofread & Review Your Resume**

Ensure your resume is error-free. If a potential employer finds typos and errors in grammar, your resume will quickly be tossed into the "No" pile.

Read and re-read your resume. Have someone else critique it, is very difficult to identify your own errors. A friend's review of your resume will help you discover unclear and confusing areas and may provide more information you may have forgotten. It will never hurt to have an extra set of eyes proof your document.

<http://resumes-for-teachers.com/>

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