

RESUME WRITING TIPS FOR EDUCATION

Web Source: <http://www.bestsampleresume.com/teachers-resumes.html>

Four required elements in teacher resume

1. **Identification:** Include your name, address, phone, and email address. Your name should be in the biggest print on the page, three or four sizes bigger than the other print.
2. **Certification:** List your certification and any endorsements, and the date. "Illinois Initial Secondary Certificate in Mathematics, expected December 2001. Endorsement expected in Middle Grade Mathematics." Once you have your certificate, delete the date and list the certificate number instead, for instance : #1234567.
3. **Teaching Experience:** Use the list of action verbs located on the left of this page to describe your experiences in the classroom. They especially like to read about your classroom management skills /strategies, the teaching methods you use, any experience with students with special needs, and interactions with parents. Include job title, where you did this activity, and when (Student Teacher, DuSable High School, Spring 2001.)
4. **Related Experience:** This is where you list paid or unpaid work which gave you experiences which will help you be a better teacher--camp counselor, tutor, etc. You can also list science- or math-related employment in this section.

Other Optional Elements

The rest of your teacher resume can include any of the following elements. Again, choose those which sell you as a teacher the best.

1. Work experience not related to teaching, science or math: This element is optional because your personal teaching experience is what interests principals and other hiring authorities the most. List these jobs in reverse chronological order.

2. Career Objective: This is a statement of what kind of job you're seeking. ("To obtain a Math position in a secondary school with the opportunity to coach softball, track or swimming.") Don't get too flowery or trite; e.g., "seeking a challenging position"--aren't all teaching jobs challenging?
3. Honors and Activities: If you have some impressive honors (Dean's list, Phi Delta Kappa, any scholarships or achievement awards), or activities which relate to teaching, you can list them.
4. Special Skills: Fluency or proficiency in foreign languages, use of graphing calculators or mathematics software, etc.
5. Professional Preparation/Development: Special workshops, seminars, etc. you've attended.
6. Professional Memberships: List those professional associations to which you belong. Include any leadership positions or committee memberships. (e.g., National Science Teachers Association)

Consider the following when you are developing your resume:

- Your uniqueness as a teacher or your positive trends as a teacher.
- Techniques developed to teach a particular lesson.
- Contribution to any special event for the class/entire school.

Common **buzz words** to look for include:

- cooperative learning process writing collaboration
- MAG or multi-age grouping inclusion Chicago Math
- literature based foundation curriculum whole language houses
- manipulative hands-on team teaching