

## **SAMPLE RESUME FOR TEACHERS**

As you pursue teaching positions, you may be asked by hiring school district personnel to provide multiple items for their review. One very important document frequently requested is a resume. This document should be well written as it serves as your chief marketing tool. Think about the hundreds of resumes a school district may have on file. What is going to make your resume stand out? How can you sway school personnel to grant you an interview when there are often multiple candidates with comparable qualifications? This is your challenge.

When school district recruitment personnel begin to screen resumes for open positions, a reader may spend as little as 20-30 seconds skimming your resume (not reading) at first. Increasingly, a computer is scanning your resume to search for job specific “buzz words.” Either way, it is imperative that pertinent information stand out. Effective resumes adhere to simple guidelines such as: beginning with the most important material, starting phrases with action verbs and/or including important job specific jargon, being consistent in your job descriptions, and eliminating all spelling/grammatical errors. If you pass the “scan test” (human eyes or computer), it is likely that someone will return to your resume for a more thorough review.

Your resume must present your skills and qualifications in a way that best “sells” you to the employer. While each candidate is unique and may choose to use a different format, certain basic categories are important to include:

### Heading

Name and contact information belongs at the top. List the best way(s) an employer can reach you (keep it simple and professional; i.e. proper email address, voice mail message, etc.).

### Objective

Keep it concise. Identify the content area(s) or grade(s) you are certified to teach. Include mention of any extracurricular activities you are willing to direct or assist, such as coaching or advising student organizations.

### Education

For the current student, recent graduate or new educator, education follows the job objective on a resume (the education section will come at the end of your resume once you’ve been working in the field for a few years). List college information with the most recent degree first. Include the degree earned, institution, major/minor/concentration/discipline, graduation date, and gpa (if desired). If you have unique educational experiences such as study abroad, you may want to include these here. It is not necessary that you list institutions attended for short periods of time (e.g. summer classes). This information will be asked for on employment applications (and transcripts will reflect this).

### Experience

Hiring school district administrators want to know if you can teach. What have you done? This part of the resume is by far the most important to those screening resumes. It may make sense to break your experiences into separate categories (e.g. student teaching experience, methods experience, practicum experience, tutoring, etc.). Use whatever format works best for you. For related work, list the school/district, location, and dates. Include basic facts of the assignments (e.g. grade levels, number of students, subjects taught) and describe your experience in specific terms (e.g. What did you prepare and present? What lessons, units, and learning centers did you design? Describe the students you taught.). Make your experience unique. Share any extra responsibilities you handled and use action verbs that will capture your skills/accomplishments.

### Other

You may want to include other non-classroom experience. Summer work, volunteer experiences, research, perhaps even nonrelated positions. Remember, school district personnel want to hire the best teachers they can. If you possess other helpful qualifications and experiences, convey these in a way that skills transfer to the classroom (e.g. restaurant work demands interpersonal, communication, and management skills). Other sample categories may include leadership experience, campus activities, community service, committee work, professional affiliations or memberships, professional development and/or pre-service training, etc.

### Skills

If you have special skills that would be an asset in the classroom or as a member of their teaching staff, be sure to share these. Language fluency (ies), computer/technology skills, first aid training, musical or athletic talents... brag!

Campus Address (until 5/31/11): 3304 Woolen Way, Newark, DE 19711; Permanent Address: 593 Rockaway Valley Road, Boonton Township, NJ 07005

**JOB OBJECTIVE**

Seek elementary or middle school mathematics teaching position.

**EDUCATION**

University of Delaware, Newark, DE

Bachelor of Science in Education

May 2011

Major: Elementary Teacher Education

Licensure/Certification: Elementary and Middle School Mathematics

Major GPA 3.6/4.0; Overall 3.34/4.0

Study Abroad: University of Granada (Summer 2010)

Certification: Eligible for certification, May 2011. Have successfully completed PRAXIS I and PRAXIS II (#0014: Score 155; #0069: Score 153).

**TEACHING EXPERIENCE**Student Teacher

Leeds Elementary School, Cecil County Public Schools, Elkton, MD

November 2010-January 2011

- Developed and implemented engaging, effective lessons in all subject areas for a heterogeneous group of second grade special and regular education students.
- Designed and implemented an interactive science unit on air and weather. Technology and hands-on activities were integrated to foster student engagement and learning.
- Worked collaboratively with other teachers and professionals to create effective lessons that met the learning needs and abilities of all students. Introduced a Writer's Workshop appropriate for second grade abilities. Organized and created learning centers and bulletin boards.
- Attended parent conferences, faculty and team meetings, IEP meetings, and county-wide professional development days. Actively participated in activities which included: assessing student progress, assigning grades, taking attendance, lunch/recess duty, keeping parents/guardians informed through newsletters, daily or weekly progress reports/behavior charts, phone calls and email.

Perryville Middle School, Cecil County Public Schools, Perryville, MD

August-November 2010

- Worked with a culturally and socio-economically diverse, various ability-level group of eighth grade students using a middle school (Bridges to Algebra) and high school curriculum (Integrated Algebra, Statistics, Geometry), complemented with a computer based learning component.
- Incorporated an Inquiry Project to provide an opportunity for challenge and academic growth for students in the Bridges to Algebra class. Collected meaningful data including pre/post assessments and a variety of formative assessments to chart student growth. Incorporated motivational incentives to instill confidence and encourage student achievement through the Inquiry Project.
- Communicated with parents on a regular basis. (August to November 2009)

Methods Experience

George V. Kirk Middle School, Christina School District, Newark, DE

Spring 2010

- Developed and taught lessons of instruction across the middle school mathematics curriculum for grade 7.

Forest Oak Elementary School, Red Clay Consolidated School District, Newark, DE

Fall 2009

- Taught an integrated unit on Holidays to a class of 24 third grade students with a wide range of abilities.

Brader Elementary School, Christina School District, Newark, DE

Fall 2008

- Tutored individual students and taught inquiry science lessons using Smithsonian Science Kits.

**ADDITIONAL EXPERIENCE**

Substitute Teacher, Grades K-8, Christina and Colonial School Districts, Newark/Wilmington, DE

Spring 2011

Laurel Hill School Summer Camp, East Setauket, NY

Summers 2009-10

Reading Volunteer, Latin American Community Center, Wilmington, DE

2007-10

**PROFESSIONAL DEVELOPMENT**

Seminars and pre-service workshops attended in 2000-11 include: Lesson Planning for Diverse Learners; Cooperative Learning; Discipline and Classroom Management; Flexible Grouping in Math; and Multicultural Education

**HONORS AND ACTIVITIES**

Dean's List; Club Field Hockey (2008-10); Chi Omega Sorority (2009-present); Relay for Life participant (five years)