

Preparing a Teacher's Résumé

A resume is an important communication tool from you to principals. It lets them know, in a brief written form, about your qualifications and why they should pursue you as a candidate. A resume should be more than just a listing of personal data and work experiences. It should be a sales brochure that markets you as a great teacher!

Remember: Principals and hiring committees need to know that *The Texas Institute for Teacher Education has prepared you to serve students with diverse cultural, linguistic, and exceptional learning needs*. As a result, you are prepared to earn multiple teaching certifications outside your initial certification area. Increase your marketability by passing additional TExES examinations outside your initial certification area. For example, if you are an elementary generalist, consider taking the special education examination, as well. Finally, principals and hiring committees need to know that you are uniquely qualified to do the following:

To plan, deliver, and evaluate culturally and linguistically responsive pedagogy designed to meet diverse learning needs through the provision of evidence-based, differentiated instruction. To do this, you differentiate the content (what is taught), the process (how it is taught), and the evaluation (how it is assessed) to ensure that all students meet and exceed grade level standards.

Use the following information as a guideline to draft your teacher's resume. Then, have your resume reviewed by a seminar instructor or the Director of Academic Services.

Required Elements of a Resume

Identification: Include your name, address, phone, and email address (your email address should be professional, not cute). If you have a current and permanent address, list both.

Certification: List your expected probationary certification and the date of anticipated endorsements to your standard certificate, once earned: Texas Probationary Generalist Certificate EC-6, expected July 2010. Texas Standard Generalist Certificate EC-6, expected June 2011. Endorsements in ESL EC-12 and Special Education EC-12, expected June 2011. Also, list all TExES examinations that you have successfully completed.

Education: List your college degree(s) in reverse chronological order, including school name, city, major(s), minor(s), and date(s) of graduation. If your G.P.A. is over 3.0, you may want to include that as well. List specific titles of TXITE coursework and attendance dates.

Teaching Experience: This is the place where you sell yourself to potential employers as the next great teacher at their school! Use the list of action verbs located in this packet. Write down everything that sells you as a teacher. Include job title, where you did this activity, and when (ex. Clinical Teacher, Sam Houston High School, Spring 2008.)

Work and Related Experience: This is the most important part, especially for teachers prepared through alternative certification routes. You have a wealth of professional experiences, talents, maturity, and skills desperately needed in the public/private schools. Let principals and hiring committees know what sets you apart from the typical graduate of a University College of Education. List everything that clearly establishes you as the ideal teacher for the position. Highlight everything related to the teaching profession.

Honors and Activities: List collegiate/university honors (Dean's list, Phi Delta Kappa, any scholarships or achievement awards) or activities that relate to teaching.

Special Skills: Fluency or proficiency in foreign languages, using computers to enhance instruction, etc.

Professional Preparation: List special workshops, seminars, and/or activities related to the teaching profession.

Professional Memberships: List those professional associations to which you belong. Include any leadership positions or committee memberships (e.g., National Council of Teachers of English). If you are not sure about something, ask yourself, "If I were a principal, what skill or experience would I want to read about?"

Do not use passive sentences (e.g., "I was responsible for..."). Start each line with an action verb ("incorporated math learning centers into curriculum"). Do not use personal pronouns. Be concise, but make space to list your teaching-related experiences.

Resume Mechanics

Your resume should look great. It communicates as much about you as the clothing you wear to an interview. Take the time and money to make a first class presentation.

- Using a computer and a laser printer is highly recommended. You get top quality printing and can adapt your resume and cover letter quickly and easily for each employer.
- Stick to one page unless you have several years of teaching experience. Even if you have many years in the work force, condense to one page, focusing on teaching.
- Use a good paper stock. Nothing too flashy: white, ivory, or light gray. Get extra paper for matching cover letters. Consider using an 8 1/2" x 11" envelope so your resume reaches the employer in immaculate condition.
- Use bolding, underlining, or italicizing to highlight those words or phases you want to stand out. Don't overdo it, though.
- Use perfect grammar, spelling, and punctuation. Make good use of action verbs (list is attached). Have several people proofread your resume.
- Make it visually attractive: white space for the eye to rest; no marks, erasures, etc. Use a font that is easy to read.

Action Verbs: use these verbs to start each sentence on your resume...

achieve...	examine...	produce...
acted	expand...	promote...
active	explain...	propose...
adapt...	express...	prove...
administer...	facilitate...	provide...
advise...	follow	publicize...
allocate...	formulate...	publish...
analyze...	gain...	question..
anticipate...	generate...	realize...
approve...	grade...	receive...
arrange...	guide...	recognize...
assess...	handle...	recommend...
assign...	identify...	redesign...
assist...	illustrate...	refer...
attend...	implement...	reinforce...
balance...	improve...	relate...
budget...	improvise...	reorganize...
calculate...	incorporate...	report...
chaperone...	increase...	represent...
clarify...	influence...	research...
coach...	inform...	resolve...
communicate...	initiate...	review...
compare...	inspect...	revise...
complete...	inspire...	schedule...
conduct...	instruct...	screen...
construct...	integrate...	select...
consult...	interact...	serve...
control...	interpret...	simplify...
cooperate...	interview...	solve...
coordinate...	introduce...	speak...
counsel...	investigate...	standardize...
create...	involve...	stimulate...
culminate	judge...	strengthen...
decide...	lead...	structure...
define...	lecture...	substitute...
delegate...	locate...	summarize...
demonstrate...	maintain...	supervise...
design...	manage...	support...
determine...	mediate...	teach...
develop...	modify...	test...
devise...	monitor...	train...
diagnose...	motivate...	transform...
direct...	negotiate...	translate...
discipline...	observe...	treat...
discover...	obtain...	tutor...
display...	operate...	utilize...
distribute...	order...	verify...
document...	organize...	win...
draft...	originate...	write...
earn...	oversee...	
edit...	participate...	
eliminate...	perceive...	
employ...	perform...	
enact...	persuade...	
encourage...	plan...	
enforce...	predict...	
enhance...	prepare...	
establish...	prescribe...	
estimate...	present...	
evaluate...	prevent...	

NAME

Street Address ~ City, TX Zip ~ Phone Number ~ Email Address

OBJECTIVE	To obtain a teaching position in a classroom setting serving students with diverse cultural, linguistic, and exceptional learning needs.	
CERTIFICATION	Teacher Candidate, The Texas Institute for Teacher Education Texas Probationary Generalist Certificate EC-6, expected July 2010. Texas Standard Generalist Certificate EC-6, expected June 2011. Endorsements expected in ESL EC-12 and Special Education EC-12, expected June 2011. (always list ESL and SPECIAL ED, if not initial) Also, list all TExES examinations that you have successfully completed, including ESL and Special Education.	
EDUCATION	Bachelor of Arts, Year Interdisciplinary Studies, Specialization in English The University of Texas at Austin Austin, TX GPA: 3.86 on a 4.0 scale	
TEACHING EXPERIENCE	List Clinical Teacher Experience (if completed ME 565B)	
Fall 2008	Third Grade Clinical Teacher Name of School, City, State Designed and implemented lesson plans for children at different learning levels. Utilized a variety of instructional methods including cooperative learning, games, discovery, and discussion. Assessed student learning, modified lessons to create meaningful, authentic learning for students, and prepared bulletin boards. Actively participated in school events such as PTO, Open House, in-service, faculty meetings, team leader meetings, and grade level meetings. Administered standardized tests and assisted cooperating teacher in parent conferences.	
Spring 2007	Sunday School Teacher Organization, City, State Taught kindergarten CCD class. Scheduled weekly lessons, wrote letters to parents, created bulletin boards, and helped prepare students for the Las Posada Christmas program.	
LANGUAGES	List any foreign languages and fluency levels. Add the following: ESL Coursework completed at The Texas Institute for Teacher Education. ESL EC-12 Endorsement expected June 2008, TExES ESL examination passed May 2008	
WORK EXPERIENCE	1999-2001	Workstudy, Provost Office Organization, City, State
	1996	Receptionist Organization, City, State
AWARDS & ACTIVITIES	Dean's List; Member, Alpha Lambda Delta, Alpha Chi Honor Society, Kappa Delta Epsilon, and (name any club memberships) Volunteer, (tell where and what) activities	
COMPUTER SKILLS	Microsoft Word, WordPerfect, Internet, and E-Mail	