

Resume Format for University Supervisors
George Mason University
College of Education and Human Development

Please submit to Lauren Clark at lclarkg@gmu.edu
(Electronic submission of resume is required)

Required Chronological Resume Format:

Chronological listing of education, employment and employment-related experience with specific dates. When listing employment and experiences related to teaching and supervision, please bullet highlights of the positions and salient skills, abilities and accomplishments.

Required Resume Layout:

Personal data (be sure to include all personal contact information including cell number if appropriate)

Employment objective (position being sought, i.e. university supervisor)

Education (list degrees, certifications, endorsements/licensure, etc. in chronological order with dates conferred)

Work experience (in chronological order, list the following: job title, employer name and location, date of employment, and brief description of skills acquired and accomplishments)

Other professional experiences (relevant non-teaching experiences, languages, awards, special skills, honors)

References – list at least two references that can verify work history, work habits, skills and communication ability (list name, title, and contact information)

Transcript and License Information:

Terminal degree transcript (for highest degree earned) is required for university supervisor purposes. If you have other related certificates or endorsements, you may be asked to submit transcripts reflecting that coursework. A copy of your teaching license is also requested. Please send your official transcript to:

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