
Teacher Resumes

The purpose of a resume Self-marketing tool

- Designed to obtain an interview
- Written for the position you want
- Keep in mind the “employer appeal”
- If you were in the reader’s shoes, what would you want to see on the resume?

Preparation

- Do a self-assessment of your skills, values, accomplishments
- Know what you do well
- Consider creating a skills grid

Research

School/school district:

- What skills & characteristics are needed? What is their teaching focus, student population, etc?
- Where to find information: web sites (see links on CS page), local newspapers, electronic databases, district offices, alumni, teachers, parents, school board meetings.

Resume Contents

What *should* be on every resume?

- Complete contact information
- Clear objective
- Education & certification information
- Relevant experience

Contact Information

Your name & address

- Best to have just one address
- Nothing on your resume should make the reader question whether you will stay around

Telephone & e-mail

- Your friends may enjoy your email babycakes@hotstuff.com but the Human Resource Director probably won't
- Make it visually appealing at top of resume

Objective

- Clear, specific and brief
- Be specific as to the teaching level
- For secondary, include subject(s)
- Note any activities you would like to sponsor: debate team, coaching, etc.
- Avoid flowery statements

Education

- Start with most recent degree, list others in reverse chronological order
- Degree, major, certification, college/university
- Give graduation date month/year
- If you have a high GPA, include it
- Include current or expected licensure

Education Highlights

Can list courses, projects, research, team/group projects, presentations

Possible sub-headings:

- Relevant Coursework
- Class/Team Projects
- Trainings or In-services
- Research
- Honors & Awards
- Certifications

Teaching Experience

- Practicum & student teaching.
- Relevant teaching/leadership experience: camps, daycare, instructions, tutoring, anything child related
- Other work experience can be included.

Special Skills

If you create an additional section, make sure the skills and accomplishments in it support your objective. Include foreign language proficiency and other specialized knowledge.

Bullets – Descriptions

- Relevant to teaching
- Short phrases with strong, active verbs
 - They are easy for the reader to scan
- Do not use personal pronouns
- Spell out the names of programs which might not be understood by every reader
- Specify month and year
- Avoid repeating duties that are common to different positions
- Give the reader an idea of content, grade levels and types of students you taught
- Use tangible examples in describing your experience; general statements are not individualized enough to make you memorable

Miscellaneous tips:

- Nothing should be larger than your name.
- Overuse of large print wastes space
- A judicious use of white space is easy to read.
- Keep it to 1-2 pages. If 2 pages, put name and “page 2 of 2”.
- Limit the number of individualized graphics so it's not distracting.
- If 2 pages, use 2 sheets of paper; not back-to-back.
- Do not fold or staple your resumes. If mailing, use an 8x11 envelope.
- Approx. 1” margins all around.
- Headings 12-14 font, Text 10-12 font.
- Use bullets, italics, bolding to help the reader.

Tips

Each profession has its own culture

- Don't use buzz words from other occupations

The goal is to stimulate interest

- Do not overwhelm with detail

Resume should have a consistent look

- Don't overuse different fonts, bolding, italics

Space is valuable

- Include only items that can help promote your skills
- Keep your tenses consistent
- Do not include personal information: marital status, age, social security number, personal picture
- Write your own rather than use a template that looks “canned.”
- Check for consistency in use, verbs, periods, capital letters, etc.
- Get feedback
 - About overall impact of your resume and to catch typos or misused words.

Action Verbs

accomplished
achieved
acquired
adapted
adjusted
administered
advised
analyzed
applied
arranged
assembled
assisted
assumed
attained
attended
authored
chaired
communicated
compared
compiled
composed
conceived
conducted
constructed
consulted
contributed
controlled
coordinated
counseled
created
defined

delegated
delivered
demonstrated
distinguished
educated
encouraged
enforced
enlisted
established
evaluated
examined
executed
expanded
expedited
finalized
formalized
formulated
fostered
gathered
generated
guided
handled
hired
implemented
improved
inaugurated
increased
individualized
influenced
initiated
installed

instituted
instructed
interpreted
introduced
invented
investigated
issued
learned
led made
maintained
managed
modified
motivated
negotiated
perceived
performed
planned
prepared
prescribed
presented
processed
produced
programmed
promoted
proposed
provided
qualified
recommended
reevaluated
referred

reorganized
reported
represented
requested
researched
restored
reviewed
revised
scheduled
selected
served
simplified
solved
specialized
stimulated
strengthened
studied
submitted
summarized
supervised
supported
surveyed
systematized
trained
translated
taught
updated
utilized
wrote

Possible Headings

OBJECTIVE

JOB OBJECTIVE TEACHING

OBJECTIVE CAREER

OBJECTIVE PROFESSIONAL

OBJECTIVE POSITION

DESIRED

EDUCATION

EDUCATIONAL BACKGROUND

EDUCATIONAL PREPARATION

ACADEMIC BACKGROUND

ACADEMIC TRAINING

SPECIAL TRAINING

CERTIFICATION

ENDORSEMENTS

AREAS OF KNOWLEDGE AREAS

OF EXPERIENCE AREAS OF

EXPERTISE EDUCATIONAL

HIGHLIGHTS COURSE

HIGHLIGHTS BACKGROUND

HIGHLIGHTS CAREER

HIGHLIGHTS PROFESSIONAL

SKILLS

STUDENT TEACHING EXPERIENCE

PRACTICUM EXPERIENCE TEACHING

EXPERIENCE COACHING

EXPERIENCE SUMMARY

EXPERIENCE HIGHLIGHTS

PROFESSIONAL BACKGROUND

ACHIEVEMENTS

CAREER ACHIEVEMENTS

EMPLOYMENT

OTHER WORK ADDITIONAL

EXPERIENCE

PART TIME & SUMMER WORK EXPERIENCE

VOLUNTEER ACTIVITIES

CIVIC ACTIVITIES

PROFESSIONAL & COMMUNITY ACTIVITIES

COMMUNITY & OTHER ACTIVITIES

COLLEGE ACTIVITIES &

DISTINCTIONS SPECIAL

HONORS

COLLEGE DISTINCTIONS

HONORS & DISTINCTIONS

HONORS/AWARDS

MEMBERSHIPS

PROFESSIONAL MEMBERSHIPS

PROFESSIONAL AFFILIATIONS

PROFESSIONAL ORGANIZATIONS

SPECIAL TALENTS

LEISURE ACTIVITIES

SPECIAL SKILLS

INTERESTS

TRAVEL ABROAD

TRAVEL

LANGUAGE COMPETENCIES

MILITARY SERVICE

EXHIBITS

PUBLICATIONS

CURRENT RESEARCH INTERESTS

PRESENTATIONS

CONFERENCES ATTENDED

Grace Williams

55 Rock Falls Road
Denver, CO

303-443-1256
Grace.Williams@Colorado.edu

PROFESSIONAL GOAL

Elementary (K-6) Special Education Teacher
Endorsements in Special Education – Multi-Categorical Resource and Reading

EDUCATION

Bachelor of Arts – Honors Graduate, University of Denver

May 2014

- Major: Education (K-6) with Special Needs Concentration
- Minor: Spanish
- Cumulative GPA: 3.92/4.0

ENDORSEMENTS:

- Special Education Endorsement – Multi-Categorical Resource Level 1 2014
- Reading Endorsement 2014

STUDENT TEACHING EXPERIENCE

Columbine Elementary, Boulder Valley School District

January 2013- May 2013

- Wrote and implemented individual educational Plans (IEP) for students.
- Evaluated and recorded IEP goals.
- Gained experience with DIBBLES evaluation testing.
- Developed and implemented creative lesson plans, i.e., Jeopardy, Time-O, Sight Word concentration, and Pecci.
- Taught students subject areas of Reading, Math, Spelling, Writing, and Science.

PRACTICUM EXPERIENCE

Special Education – Directed Observation, Grades K-6

September 2012 – December 2012

- Created and taught functional life skills and geography classes.
- Developed and incorporated rubrics in lesson plans.

Cherry Valley Elementary, Douglas County School District

January 2011 – April 2011

- Performed evaluations and assessments for referral and mainstreaming.
- Developed, designed and implemented indoor and outdoor children's activities and teaching lessons.

Portfolio & Credentials available at: <http://Grace.Williams.education/login/employers/>

Enter File #200587, Password teacher

“Grace is an outstanding young educator, who has excellent rapport with individuals regardless of their age or ability. She is able to create an atmosphere where others feel capable and care about while maintaining appropriate social interactions with them.”

-Julia Rosen, Ph.D., Principal, Dillon Elementary School, Denver,

CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

Center for Community, N352 UCB 133 2249 Willard Loop Drive Boulder, CO 80309-0133
Phone 303-492-6541 FAX 303-492-5723 <http://careerservices.colorado.edu>
Additional guides available at: <http://careerservices.colorado.edu/students/MajorCareerInfo.aspx>