



VERB 7. (GRAM)

Teacher Resume Help

Writing 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 which markets you as a great teacher!

There is no one right way to write a resume. Each resume is as individual as the person who writes it. There are, however, generally accepted ways of getting information across to potential employers.

Use the following information as a guideline to draft your teacher's resume. Then you can have your resume reviewed and receive feedback.

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. Your name should be in the biggest print on the page, three or four times bigger than the other print.

Certification: List your certification and any endorsements, and the date. "Illinois Initial Elementary Certificate, expected July 2001. Endorsement expected in Middle Grade Language Arts."

Education: List your college degree(s) in reverse chronological order, including school name, city, major(s), minor(s), and date(s) of graduation. If you haven't yet graduated, list the date you plan to graduate. If it's more than a year from now, indicate that the degree is "anticipated June 2001." If your G.P.A. is over 3.0, you may want to include that as well.

Teaching Experience: This is the most important part! This is the place where you can really 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 which could help sell you as a teacher. Include job title, where you did this activity, and when (Student Teacher, Sam Houston High School, Spring 2001.)

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.

Optional Elements

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

Work Experience: This element is optional because your teaching experience is what interests principals and other hiring authorities the most. List these jobs in reverse chronological order. Highlight those aspects of the job which are teaching related. (Training other employees is of more interest to principals than sales.)

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.

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

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Professional Preparation: Special workshops, seminars, etc. you've participated in, especially those which can be quantified (e.g., "Trained Great Books Leader").

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) Any other achievements, training or skills which help sell your qualifications. If you're 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 most of your teaching-related experience, especially if you are a beginning teacher.

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 phrases 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 which is easy to read.

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

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

NAME

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

CERTIFICATION Elementary Teacher or Middle School English Teacher.
Pending Certification in Texas grades 1-8.

EDUCATION **Bachelor of Arts, Year**
Interdisciplinary Studies, Specialization in English
University of the Incarnate Word
San Antonio, TX
GPA: 3.86 on a 4.0 scale

TEACHING EXPERIENCE **Student Teacher, Grade 5**
Name of School, City, State
Student Teacher, Grade 2
Name of School, City, State
Fall 2001
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.

1997-2001 **Child Care Provider**
Organization, City, State
Generated lessons, attendance, and letters to parents. Taught 3-5 year olds and scheduled the day for crafts, dramatic play, story time, and music. Attended workshops, created bulletin boards, prepared snack, and observed children during outside play.

1998 **Assistant to the Director Day Extended Activities**
Organization, City, State
Performed duties such as preparing snack, helping students with their homework, and observing them during outside play. Took attendance daily for the director.

1995-2001 **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.

OTHER WORK EXPERIENCE 2001 **Office Assistant**
Organization, City, State
1999-2001 **Workstudy, Provost Office**
Organization, City, State
1996 **Receptionist**
Organization, City, State
1995-96 **Maker/Cashier**
Bill Miller's Bar-B-Que, San Antonio, TX

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

The Office of Career Services
University of the Incarnate Word
Chapel Building, Room 14
(210) 829-3931

STUDENT PLACEMENT FILE REQUEST

The student placement file consists of the following:

- *College Transcript (unofficial)*
- *Personal Resume*
- *Letter(s) of Recommendation*

This file serves the purpose of responding to potential employers with job vacancies and on-campus recruiters.

FILE RELEASE (Please initial)

I authorize the University of the Incarnate Word, The Office of Career Services to release my file to interested employers as long as there is a sincere prospect for my employment.

_____ I agree to this release.

_____ I agree to this release; however, **my file may only be sent at my written request.**

FILE ACCESS (Please initial)

_____ I wish to retain access to my file.

_____ I waive the right of access to my file.

ACKNOWLEDGEMENT

I understand and agree to the conditions of this form.

Name (Please Print)

Student ID #

Address

Phone #

Email Address

Signature

Date Signed

Major/Graduation Date

Please return to:

**The Office of Career Services
University of the Incarnate Word
4301 Broadway, CPO 292
San Antonio, Texas 78209**

RECOMMENDATION FORM

The student listed below is establishing a placement file with our office. Would you assist this student by completing this recommendation form? Thank you for your time and your cooperation.

Concerning: _____

How long have you known registrant? _____

PERSONAL QUALITIES

- Appearance, Poise, and Manner
- Effectiveness of Voice and Speech
- Oral and Written Expression
- Dependability/Diligence
- Self Discipline
- Emotional Control
- “Common Sense”

Outstanding	Above Average	Average	Below Average	Poor	Unknown

HUMAN RELATIONS

- Professional and Social Adaptability
- Potential for Leadership
- Acceptance of Criticism
- Ability to cope with new situations

PROFESSIONAL QUALITIES

- Classroom Performance (if applicable)
- Command of Subject Area

Degree of Interest in Professional Advancement

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(Continued on back)

WHAT IS YOUR OPINION OF THE REGISTRANT?

(Please do not leave this question unanswered. Your opinion of this person's strengths and weaknesses concerning his/her future is most important.)

SIGNATURE

ORGANIZATION/DEPARTMENT

NAME

ADDRESS

TITLE

CITY, STATE, ZIP CODE

The Family Educational Rights and Privacy Act of 1974 extends to the University of the Incarnate Word Students the right to inspect and review recommendations written on or after January 1, 1975. A signature of the registrant below indicates that the individual has waived that right of access. If no signature appears below, the student has retained right of access.

STUDENT'S SIGNATURE