

Your resume as an educator

Tips to make your resume effective with examples of resume sections written by Rock education graduates.

Pre-professional resume:

Objective (optional)

- Short, to the point (position you seek, school district)

Education

- University, Degree, Major, Date of Graduation
- Academic Honors, Scholarships, Honoraries, Conferences

Student Teaching and Field Experiences

- The most important part of your resume – provide the most detail here!

Related Experience

- Work with children / youth

Activities

- Campus / community

Additional Experience

- Experience not directly related to teaching; emphasize skill building and accomplishments

This is a possible outline for your first resume as a teacher candidate, but depending on your experiences, you may have categories other than the ones shown here.

The most important part of your resume is your content. Administrators want to read about your skills, knowledge, and experiences as an educator. Everything in your resume needs to support your professional competence. The next slide provides examples of bullet statements that may be similar to what you write.

Generic resume statements for a teacher, but not specific enough for you!

- Establish and enforce rules for behavior and procedures for maintaining order among students. **How did you enforce these rules?**
- Instruct through lectures, discussions, and demonstrations in one or more subjects.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students. **What methods did you use to communicate with students?**
- Create materials and prepare classrooms for learning activities. **What are some of the materials you prepared for students?**
- Adapt teaching methods and instructional materials to meet students' varying needs and interests. **How did you differentiate instruction?**
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. **Every teacher does this – no need to state it on your resume. But if you used an online system for posting grades and communicating with parents, include this on your resume.**
- Observe and evaluate students' performance, behavior, social development, and physical health. **What evaluation methods did you use? How did you use the results to improve your teaching and student learning?**
- Enforce all administration policies and rules governing students.
- **Start each bullet statement with an action verb and then follow-up with specific information to your experiences! The verbs above are good, but specific content is lacking. Additional “teacher” verbs: encourage, motivate, assess, teach, cooperate, collaborate, coordinate, confer, consult, communicate, implement, research.**

Get specific in your resume. Your student teaching description must be **unique**, because your student teaching experience will be **unique**.

- Taught three sections of 4th grade mathematics with 25 students each, which included 12 students with IEP's
- Developed a unit with lessons showing the relationships among percentages, fractions, and negative numbers
 - During a week-long cumulative activity, students in groups of four managed a household budget and determined items to purchase, coupons to use, and investments to make resulting in either growth or loss in their net worth (**use a sub-bullet to emphasize a point**)
- Conferred with the special education teacher to develop appropriate lessons for students with IEP's which involved preparing extra worksheets and recording story problems (with extra clues) onto a CD to teach fractions
- Directed the work of one paraprofessional, three therapeutic support staff, and five occasional parent volunteers
- Conducted an Action Research project exploring different ways of grouping higher achieving students with struggling students; the results revealed an optimal group of 5 students with mixed abilities

More examples of **specific** resume bullet statements:

General* – Assisted with an after-school program

Specific – Partnered with two other teachers to develop and implement an after-school intervention program to assist struggling students in grades 3 and 4 in math and science: participation in the program grew from 4 students to 26 students over the course of the semester

General – Used technology to provide creative lessons

Specific – Used the school's website to host a class blog where three students each week contributed an original essay, poem, or short story

General – Designed an interactive bulletin board

Specific – Designed an interactive bulletin board illustrating how plants use photosynthesis to grow

A synonym for “General” is “Worthless” in the Resume Dictionary. Don't write worthless statements in your resume. **W**

Specific student teaching statements in a resume prepared by Jillian Zinski, May 2016 Early Childhood / Special Education graduate.

Mercer Area Elementary School, Mercer, PA

Student Teacher Special Education- Grades 3-4 Learning Support

March - May 2016

- Taught 14 third-grade students and 20 fourth-grade students identified with Specific Learning Disabilities in math and reading in a special education classroom.
- Prepared and delivered daily third-grade math lessons that featured a variety of strategies and representations, including hopping down a number line on the floor to skip count, using rulers and yard sticks to convert measurements, and coloring in a “Gallon Guy” for capacity.
- Taught inferencing and prediction skills to third grade using a variety of materials, including television commercials and Disney videos.
- Led small group math lessons for fourth grade, focusing on fractions, lines of symmetry, angles, and triangles.
- Created and implemented a behavior plan for the classroom using “Zinski Bucks,” a system of “money” rewards for attendance, participation, and appropriate behavior.
- Collaborated with 3 paraprofessionals throughout the day to provide supplemental support.
- Received training to administer the PSSA and observed test days.

Student Teacher Elementary Education- Kindergarten

January - March 2016

- Taught 16 students, 1 diagnosed with ADHD, in a regular education classroom.
- Prepared and delivered 2 interactive math units, aligned with Common Core Standards, on counting to 20 and beyond and 2-dimensional shapes that featured the use of manipulatives, physical activity, and videos.
- Led daily phonemic awareness lessons focused on identifying sounds of the alphabet, as well as identifying beginning, medial, and ending sounds in threephoneme (CVC) words.
- Taught 2, week-long science units on wind and the 5 senses that included a variety of hands-on activities, such as blow painting, smelling stations, and texture art.
- Attended a schoolwide in-service A.L.I.C.E training.

Jillian's "Field Experience" resume section

Mifflin Elementary School, Pittsburgh, PA

November - December 2015

Special Education- Grade 2

- Taught 30 culturally diverse students, 3 with IEPs, in a regular education classroom.
- Implemented the FOSS Program to conduct a science lesson: *Parachutes*.
- Taught pull-out groups of both gifted and struggling students concentrating on reading and math.
- Led an intervention group of 4th Grade students in a Novel Study of *The Castle in the Attic* by Elizabeth Winthrop concentrating on fluency, vocabulary, and comprehension.
- Attended school-wide curriculum planning and professional development meetings.
- Created and implemented a behavior plan for students using a token economy.

Eden Hall Upper Elementary, Gibsonia, PA

April - May 2015

Elementary Education- Grade 4

- Taught 35 students, 6 with IEPs, from 2 regular education classrooms.
- Prepared and delivered a week-long math unit on three-dimensional shapes including cubes, spheres, rectangular prisms, pyramids, cones, and cylinders.
- Designed and implemented 2 center-based lessons in which the students explored nets of solids and perspective of solids.
- Prepared and delivered a hands-on lesson on the order of operations using a musical chairs activity.
- Planned and participated in a carnival incentive to reward student behavior.

And Jillian's section of "Related Experiences"

Orientation Office, Slippery Rock University

March 2014- November 2015

Student Office Manager (February - November 2015)

- Designed an interactive training program for Orientation Ambassadors to learn about important campus offices and services for incoming freshmen.
- Implemented activities for incoming freshmen during Orientation including a campus-wide scavenger hunt.
- Completed a variety of clerical responsibilities.

Orientation Ambassador (March 2014- June 2015)

- Facilitated small group sessions with students regarding campus life and academic advisement.
- Served as an academic liaison for faculty during the advisement and registration process.
- Hosted program sessions for students and parents.

Academic Services, Slippery Rock University

September 2014- May 2015

Tutor

- Tutored groups of Education majors from Slippery Rock University in Elementary Math courses.

Early Childhood Club, Slippery Rock University

September 2012- December 2014

President (September 2013- December 2014)

- Planned and scheduled club meetings for 60 club members.
- Organized 2 Fall Festivals at Hillview Elementary School in Grove City, PA and collaborated with the school Parent Teacher Organization and administration.
- Delivered a presentation to parents about school involvement.

Scott Township Summer Recreation, Bridgeville, PA

June 2012- August 2013

Arts & Crafts Coordinator (June - August 2013)

- Prepared and implemented daily arts & crafts activities with children grades K-6.
- Created a camp-wide Olympic week in which groups created team flags and competed in a variety of games.

Camp Counselor (June - August 2012)

- Led a group of 15 sixth-grade girls.
- Planned and implemented a daily schedule of activities including games, arts & crafts, swimming, educational activities, and lunch.
- Established and reinforced group rules to maintain a safe and fun camp environment.

Worked at a TJ Maxx in Bridgeville, PA for 6 years (June 2010- Present) as a Retail Associate.

“Student Teaching and Field Experience” resume section of Chelsea Harding, June 2016 Master of Education degree in Secondary English

New Castle Junior/Senior High School, New Castle, PA
Socio-economic and Ethnically/Racially Diverse School

January-April 2016

Student Teacher

2 units of 9th grade Honors English, approximately 22 students per unit

- Created pre-test and post-test on characterization, cause and effect, dialect and dialogue; to analyze data regarding student improvement
- Integrated the film, *A Time to Kill*, during review of the novel, *To Kill A Mockingbird*, as a comparison for discussion
- Incorporated hip-hop music and discussion leading into the nonfiction text, *Before Hip-Hop was Hip-Hop*
- Judged tryouts for forensics and judged the informational speech and story telling speech sections of the regional forensics matches
- Attended school-wide curriculum planning and professional development meetings

Student Teacher

2 units of 10th and 11th grade Grammar, approximately 12 students per unit

- Developed creative games to actively involve students in lessons on adverbs, prepositions, and prepositional phrases
- Assessed students progress informally through group diagramming activities and formally through tests
- Formed a unit on modifiers to help prepare students for identifying sentence errors on their SAT's and Keystone exams

Field Student

October-November 2016

3 units of 10th grade Accelerated English, approximately 20 students per unit

- Co-taught an interactive read-aloud lesson on Frankenstein for 2 units of 11th grade honors and a lesson on letter writing for the 3 units of 10th grade accelerated
- Incorporated chrome books where students interacted on constructed response questions using nearpod.com
- Related lesson to students interests by focusing example sentences/questions on their favorite musicians
- Prepared students for constructed response questions on keystone exams by introducing the R.A.C.E. module
- Provided students with a roadmap with the lesson objectives to increase student understanding

Special education “Student Teaching” section from Sarah Brasko’s resume (May 2016 Early Childhood / Special Education graduate)

Mohawk Elementary, Bessemer, PA January - February 2016

6th Grade Learning Support: 8 students

5th Grade Learning Support: 1 student in Life Skills and 1 student in Autism Learning Support

- Co-taught in a 6th Grade mathematics inclusive classroom
- Motivated and prepared students for PSSA and the PASA.
- Managed students’ behavior through individualized behavioral plans
- Assisted students in learning activities of daily living and everyday mathematic skills
- Evaluated fluency in *Read Naturally* through progress monitoring
- Executed action research by collecting data on repeated reading and comprehension
- Instructed students through the reading, spelling, and language arts curriculum
- Established a tiered-reward system for Accelerated Reader

The second grade “Student Teaching” section from the resume of Sarah Harwick, May 2016 Early Childhood / Special Education graduate

Second Grade Student Teacher (January-March 2016)

- Educated 19 students in two interactive, Common Core-based mathematical units on measurement with hands-on components such as measuring Fruit by the Foot and common objects in the classroom using various units of measurement
- Taught and assessed three units of Common Core based reading and supplemented the curriculum with lessons on the skills of plot, story retell, and story theme
- Created and taught three guided reading units to three different small groups of students including a gifted group, a group of struggling readers, and a group of on-target students using a variety of non-fiction, and fiction books
- Engaged students in seven spelling units that involved hands-on components such as writing in sand, shaving cream, and dance moves for each letter of a word
- Led students in learning two grammar units on subject-verb agreement and past tense verbs
- Planned and taught a ten-lesson science unit on ecosystems for all of the second grade teachers that included small group centers, hands on experiments and children’s literature
- Taught a six-lesson government unit that included children’s literature, engaging videos, and reader’s theatre
- Designed and taught a two-week writing unit on opinion writing, which was used and adopted by the entire second grade team

From Amber Clearfield, December 2015 master's graduate in Secondary Education, Math

Student Teacher, Franklin Middle and High Schools, Franklin PA

August-December 2015

7th/8th grade Pre-Algebra/Algebra

9th grade Algebra Level I and II, Accelerated Algebra II

All classes included students with IEPs including 3 classes (7th Pre-Algebra, Level I Algebra) with all students having IEPs

- Accommodated student needs through the use of differentiated instruction by developing lesson plans, classroom activities, homework assignments, and assessments based on Individual Educational Plans and individual student needs
- Employed a variety of instructional strategies included inquiry based lessons and investigations, group activities, whole class activities, direct instruction, and the flipped classroom model
- Employed Smartboard technology to create interactive and engaging lessons and review activities
- Co-taught with another mathematics teacher, Mr. O'Brien, collaborating to create targeted lessons and activities, using his experience with IEP students.
- Supervised a paraprofessional who worked with a struggling student
- Served as the Assistant Girls Basketball Coach for the 2015 season

Part of the “Student Teaching” section from the resume of Jolee Cyphert, May 2016 post-baccalaureate certification in Spanish PK-12 and May 2012 BA graduate in Spanish

Laurel High School (*New Castle, Pa*)
Student Teacher (January 2016-May 2016)

- Taught a total of 7 Spanish classes at levels 1-4 to more than 100 students each day in 9th-12th grades using a variety of approaches.
- Designed lessons ranging from basic grammar and vocabulary to more in depth composition, culture and conversation.
- Implemented tools such as Youtube, Socrative, Duolingo.
- Developed both online and traditional formative and summative assessments and used online data to revise lesson planning.

The chemistry “Student Teaching” section of Ellen Kaffenes, master’s degree graduate, May 2013

Blackhawk High School, Chippewa, PA

January – May 2013

- Taught four sections of Lab Chemistry to approximately 80 tenth and eleventh grade students in an inclusive classroom setting.
- Independently developed and executed a unit plan relating to molar mass, factor labeling, percent composition, and empirical and molecular formulas.
- Maintained statistics on student performance to validate teaching effectiveness.
- Co-taught additional units relating to periodic trends, bonding, names/formulas of chemical compounds, and chemical equations and reactions.
- Incorporated differentiated instructions and assessment into lessons to accommodate diverse student interests, learning styles, and abilities, utilizing various forms of note-taking, diverse lab investigations, cooperative group review games, scavenger hunt and CSI formative assessment activities, and multi-media unit reviews.
- Integrated technology into lessons using the internet, calculators, digital balances, conductivity tests, online Quia tools, and handheld Quizdom devices.
- Connected lessons to unifying concepts, the history and philosophy of science, inquiry-based learning, science and technology advances, and community issues.
- Conducted investigations which focused on the scientific process, proper procedures, and safety.
- Effectively managed the classroom by engaging student, addressing behavioral issues, and creating an environment of respect and support.
- Maintained strong involvement in the school community by chaperoning field trips, assisting with sporting events, performing one-on-one tutoring before, during, and after school, attending faculty meetings, and participating in professional development sessions.

A section from an HPE graduate explaining her volunteer experiences that relate to teaching ...

Volunteer Experiences:

Festival of Learning at Center Township Elementary School, Butler, PA, *Spring 2017*

- Planned and implemented the after-school event with PTO members and school administrators
- Guided students and their families through science-based activity stations
- Communicated with administrators, teachers, families, and students in order to promote school and community wide participation in the event

Wellness Day at Walnut Creek Middle School, Erie, PA *Fall 2016*

- Created and prepared fitness drumming routines
- Led and taught fitness drumming routines to the 6th grade Life Skills students

YMCA Day of Play, Grove City, PA, *Spring 2016*

- Prepared and executed lifetime physical activity stations for Kindergarten- 8th grade students

Slippery Rock Area School District Wellness Expo, Slippery Rock, PA, *Spring 2016*

- Prepared and instructed a group fitness workout, fitness drumming, for the faculty and staff

Slippery Rock University Convention, Slippery Rock, PA, *Spring 2014-Spring 2016*

- Assisted in planning, organizing, and preparing for the convention in a committee
- Prepared and executed a fitness drumming routine to those in attendance to the session
- Planned, prepared, and executed the F.I.T. Club Workout session

Race to Any Place for Leukemia and Lymphoma Society, Slippery Rock, PA *March 2014-March 2016*

- Created and participated on team for 3 years raising \$1500 for cancer research

A resume section from an Early Childhood / Special Education graduate ...

Related Experience

Inspiring Minds, Camp Counselor / June-August 2017

- Counseled students ages 8-13 in an urban environment
- Assisted students with math and English concepts during education time
- Choreographed a dance for the talent show

Slippery Rock Area Elementary School, Tutor / February-April 2017

- Assisted a first-grade student with homework
- Created activities to teach and reinforce basic language and math skills

Kids Camp at Squaw Creek, Camp Counselor / July 2016

- Assisted children with sports including golf, tennis, and volleyball
- Observed children swim for safety

Evolve Dance Complex, Dance Teacher / October 2015-May 2016

- Taught technique dance classes to students ages 4-16
- Choreographed recital routine for students ages 4-7
- Facilitated dance class for competition students
- Managed private and group baton classes to students ages 12-17

An example of describing a work experience not directly related to teaching:

Work Experience

Waitress, Perkins Restaurant & Bakery, Cranberry Twp. PA (August 2010-June 2016).

- Committed 15-25 hours a week while earning my degree at Slippery Rock University
- Delivered high quality service to customers and received positive feedback
- Demonstrated my ability to work under pressure for long periods of time