

BASIC EDUCATOR RESUME SECTIONS

OFFICE OF CAREER EDUCATION & DEVELOPMENT

SLIPPERY ROCK UNIVERSITY

HEADING

Your name, address, phone number, and e-mail belong at the top. If you live on campus, include both temporary and permanent address. It is a good idea to include an "until date" with your temporary address. That way there is no question for the employer about where they should attempt to reach you.

OBJECTIVE

If you write an objective, keep it concise. Identify the grades and certification areas you are willing to teach. You may include your interest in supervising extracurricular activities or your desire to make education a career. No need to elaborate your objective by stating that you desire a "challenging" teaching position (all teaching assignments are challenging) or that you want to work in a school that "cares about students" (what school doesn't care?). Address your motivation to become a teacher or what you hope to accomplish as a teacher in your cover letter and/or application.

EDUCATION

Most first-year teacher candidates will list education next because this degree is the basic qualification for teaching. (If you have relevant professional work experience, this experience will precede education.) Include all college experiences with the most advanced degree first. List your degree, the name and location of the institution, and graduation date. Include your GPA if it is 3.0 or above. If you have unique educational experiences, such as study overseas, include this information here.

PROFESSIONAL PREPARATION

This section includes student teaching, practicum, and field experiences. State the school, location, and dates. Include the facts of your teaching assignments such as the number of students and/or classes, grade levels, subjects, etc. Then describe your experience in specific terms. All student teachers write lesson plans -- what specifically did you prepare and present? What lessons, unit plans, and learning centers did you design? Make your experience unique. Were you involved in extra assignments? Use verbs that capture your skills and nouns that describe your accomplishments.

EXPERIENCE

This need not be paid experience. Emphasize teaching-related experience first -- a summer camp counselor, Special Olympics volunteer, tutor. You may want to create a section titled, "Related Experience". While you write your resume, think about what school officials want to read, but also consider, "What do I want to tell administrators about my education and experiences which prove I will be an excellent teacher?" Although the resume is just one document of many in an educational job search, the resume, together with your cover letter, is your way of alerting school officials that you have the skills and knowledge that they want in a teacher. Describe these experiences in a manner consistent with your student teaching descriptions. Begin with your job title, employer, location, and dates. Include the facts of your experience and specifically describe your skills and accomplishments.

"Unrelated" experience may be valuable as well -- you may decide to title this section "Additional Experience". You may have earned a promotion, supervised others, assumed management responsibilities, worked independently, serviced customers, answered questions, completed paperwork, and handled money. Your experiences may prove that you've developed leadership, organizational, or communication skills. Do not burden the reader with unnecessary job duties -- describe in a way that relates to teaching.

All experiences are not equal. Those most related to education deserve more detail that requires more space on the paper. Other experiences may be included to show how you constructively spent your time and/or earned money for college, but may require just a brief description.

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OPTIONAL CATEGORIES

Administrators look to hire teachers who will be competent and active in a variety of school responsibilities. Include college or community activities (if you haven't done so under "Experience") proving that you will be active as a teacher, too. Active participation in school or professional organizations shows a commitment to the profession. An activity may deserve a description because you developed professional skills or accomplished a relevant objective. If you have attended informative seminars or conferences, include this information. High school education and activities are usually not included.

DO NOT INCLUDE

Personal data such as height, weight, or date of birth. Avoid irrelevant information. If you have trouble keeping your resume to two pages, consider whether some information is best left for a cover letter, application, or the interview. Candidates with significant experience may write a resume that is longer than 2 pages, but most entry-level teachers will have a 1 to 2 page resume.