

Education/Teacher Resume Checklist

[View samples resumes here](#)

Basics – Formatting and Structure

- Avoid using templates that have embedded tables or text boxes, these may cause formatting issues.
- Name and contact information on the top of page
- Required sections and in this order: Certification, Education, Teaching Experience, Supporting Experience, Teaching Related Technology (view samples here)
- Consistent formatting: indentations, margins, underlining, capitalization, bulleting, and spacing
- Section header font is 12-14 and bold, body is no smaller than 11 - Times New Roman font is recommended
- Margins are at a minimum .5 inch and maximum 1 inch
- All dates aligned on the right-side margin of the page for easy scanning
- Dates are Month Year – Month Year or Month Year – Present format, avoid using semesters
- Spelling, grammar, and punctuation are 100% error free (use spell/grammar check, visit the Writers Block)

Contact Section

- Name on top of page (14-16 font and bold), address (optional), telephone, and e-mail (make sure it is professional)

Certification Section

- Certification(s) and month and year or anticipated month and year (normally, the month and year of graduation)

- [Look up certification titles in USA](#) | [Look up certification titles in CAN](#)

- o Example:

New York State Teaching Certificate

Anticipated Month Year

Early Childhood Education, Birth-Grade 2

Childhood Education, Grades 1-6

Biology, Grades 7-12

Earth Science, Grades 7-12

English Language Arts, Grades 7-12

Mathematics, Grades 7-12

Physics, Grades 7-12

Social Studies, Grades 7-12

Art Education, K-12

Music Education, K-12

Ontario Certificate of Qualification and Registration

Anticipated Month Year

Primary (Grades K-3), Junior (Grades 4-6)

Education Section

- Highest degree first, leave off high school after first year of college (unless BOCES education certification program)
- Education in this order: degree spelled out (bold), name of college spelled out, city, state, and month year graduated/anticipated graduation (make sure you list your degree correctly, check BearPaws if you need to find out)

- o Example:

Master of Science for Teachers in Childhood Education

Anticipated Month Year

State University of New York at Potsdam, Potsdam, NY | GPA 3.7

Bachelor of Arts in Adolescence Education – English

Anticipated Month Year

State University of New York at Potsdam, Potsdam, NY | GPA 3.5

- Major(s) and minor(s) if undergraduate
- List specialization if Childhood/Early Childhood

Teaching Experience Section

- Focused on direct teaching experience such as substitute/emergency supply teaching
- Teaching related bullet points should be focused on effective teaching strategies and provide specific examples in:
 - o Teaching
 - o Classroom management
 - o Assessment and feedback
 - o Creating positive and inclusive classroom culture
 - o Universal Design for Learning - supporting needs of all learners
 - o Implementing innovative technology to enhance lessons – providing types of technology used
 - o School-home communication
- View list of [action verbs](#) and [related article](#)
- Career changes or extensive teaching/supporting experience: If two pages, the writing should be at least ½ way down the second page and only be supporting experience, all teaching experience and teaching related technology should

be on first page

- Format your experience in this order: job/experience title (bold), employer/school, city, state and to the right add Month Year to Month Year for past experiences or Month Year to Present for current positions
 - Example:
Mentor, Sheard Literacy Center at SUNY Potsdam, Potsdam, NY Month Year – Month Year or Present
- Add details of your experience in a Bulleted List (2-6 bullets) below each experience, focus on responsibilities/tasks/skills that reflect the contributions and outcomes you have made to teaching with most relevant bullets listed first
- Bullets explain experiences/skills in short, concise statements starting each bullet with an action verb (“teach/taught,” “supervise/ supervised,” “manage/managed,” “develop/developed,” “plan/planned,” “assess/assessed,” “foster/ fostered,” etc.
- Current position it is present tense, past experience is past tense
- Remove pronouns such as “I” and “me” (this keeps the focus on your skills and abilities)
- Use STAR formula for writing bullets:

	Represents	Ask yourself	Example	Put it together
Situation	The situation or environment represented by an action verb	What action verb describes what I am doing?	Teach	Teach
Task	The task assigned , elaborating on the action verb	What was I asked to do? Who was I doing it with or for?	5 th grade students needed to learn vocabulary words	Teach 5th grade students’ vocabulary words
Action	The strategies used to complete the task	How did I complete the task? What did I use to complete the task?	Used Google Slides to play interactive memorization game	Teach 5th grade students’ vocabulary words using Google Slides interactive memorization game
Result	The outcome of completing the task	What was the outcome if I completed the task? Who benefited from this task?	Enhanced comprehension and learning outcomes.	Teach 5th grade students’ vocabulary words using Google Slides interactive memorization game to enhance comprehension and learning outcomes.

- Adding current or anticipated field experience:
 - Example - Basic:
 - Observe and practice effective teaching and classroom management strategies of a classroom teacher to enhance knowledge and skills and prepare for student teaching.
 - Support classroom teacher with 1:1 and group work to re-teach and support individual learning goals.
 - Create lessons] to support grade level curriculum teaching students to meet learning goals.
 - Teach lessons and implement engaging activities to support current curriculum.
 - Example – Advanced:
 - Observe and practice effective teaching and classroom management strategies of a classroom teacher to enhance knowledge and skills and prepare for student teaching
 - Support classroom teacher with 1:1 and group work to re-teach **[topic(s)]** to support individual learning goals
 - Create lesson on **[enter topic]** to support grade level curriculum teaching students to **[enter learning objective]**
 - Teach lesson and implement engaging activities such as **[give example(s)]** to support **[provide specific learning objective]**

Supporting Experience Section

- Experience that involves working with children and /or families such as mentor, tutor, camp counselor, coach, babysitting/nanny
- Leave off any experience that is NOT relevant to teaching or working with children/families (save this experience in a historical resume that you may use for non-teaching related jobs)
- Use same formatting as teaching experience and follow the STAR formula to create effective bullet points

Educational Technology

- Showcase applied technology skills using teaching related technology software/websites in the classroom
 - Example: [List of Technology](#)
Teaching Related Technology: ClassDoJo, Google Chrome, Google Classroom, Google Slides,

Community Engagement/Leadership Section OPTIONAL

- Volunteer opportunities that highlight your commitment outside of classroom – this shows a school you are committed to more than just the workday, but to the community surrounding the school
- Leadership roles you hold in clubs or organizations
- Limit or eliminate use of bullet points so it does not take up room on the resume you can use for teaching experience

Professional Development/Conferences Attended Section (OPTIONAL)

- Name of professional development workshops relevant to teaching
- Name of conferences/workshops related to teaching and indicate if attendee or presenter
- Limit or eliminate use of bullet points so it does not take up room on the resume you can use for teaching experience

Music Education Resumes- Excellent Resource through New England Conservatory:

<https://necmusic.edu/sites/default/files/2017-02/Tips%20for%20Writing%20Perf%20Resumes.pdf>

- Depending on your specialization, have a section for performances

Examples from New England Conservatory:

- For Classical Vocalists: Full Roles, Partial Roles, Choral Experience, Solo Recitals, Musical Theater
- For Jazz Musicians: Clubs, Other Venues, Jazz Festivals, Has Performed With, Recordings, Ensembles
- For Classical Instrumentalists: Orchestral Experience, Chamber Music Experience, Solo Performances, Soloist with Orchestras, Community Performances and Presentations
- For Composers: Original Works (or just 'Compositions'), Selected Compositions, Premiers, Selected Performances of Original Works, Current Projects, Arrangements/Transcriptions, Commissioned Works
- Pianists: Solo Recitals, Soloist with Orchestras, Chamber Music Performances, Collaborative Experience