



EDUCATION RESUME: CONTENT & TIPS

DESCRIBING YOUR TEACHING EXPERIENCES ON YOUR RESUME

Each description should start with an **ACTION WORD**. Descriptors should include your responsibilities, accomplishments and skills used.

STUDENT TEACHING

- Grade and subject taught
- Multi-level, cross-disciplinary, or team teaching; integrated curriculum
- Methodologies used for teaching subject matter
- How you motivate students
- How you evaluate student progress
- Special populations you've worked with
- Collaborations with other professionals / instructional support teams
- Parent conferences, staff meetings, IEP development
- Use of computers / instructional technology
- In-services, additional training, workshops, professional conferences attended (provide topic/s)
- Discipline / classroom management techniques
- Needs assessments / special testing
- Reference to meeting state standards
- Extra responsibilities before or after school (e.g., drama club, coaching, homework club)
- Experience with culturally diverse populations

FIELD EXPERIENCE

- Kinds of schools (rural, suburban, urban, special populations) vs. school names
- Grades observed
- Tasks
- Team teach
- What lesson plans did you write/teach? On what topic/s
- Tutor students
- Participate in P/T or IEP conferences
- Methods practiced
- Classroom management tools attempt/used
- Other steps/tasks completed

TIPS

GENERAL

- When writing, focus on content first, then work on formatting
- Don't use resume templates!!! They are difficult to format. Use MSWord or the free resume generator at
- Order each section, entry and content within the entry in order of importance to the reader
- If printing, use high-quality paper
 - Inexpensive, high-quality paper and matching envelopes available at ONU Print Services

LANGUAGE

- **Omit personal pronouns** - it is assumed that this document is about you.
- **Use verbs (action words)** to start your task statements. The reader should see you 'in action' in his/her mind.
- **Remove the articles 'a' 'an' and 'the';** they are filler words and can typically be omitted.
- **Replace prepositional phrases** with noun phrases and adjective descriptors, e.g., Change "attendance of members" to "members' attendance"
- **Replace one-syllable words** with more descriptive, multi-syllable words; it demonstrates higher level reading skill. Use a Thesaurus.
- **Consistency** - Keep text and punctuation consistent, e.g.,
 - Spell out all state names (Ohio) or use all state abbreviations (OH).
 - Using or NOT using periods at the end of all statements.

FORMAT

- Use standard margins (range is .7 - 1.0" for all sides).
- Use standard font size (range is 10-12 points). Set font to one style.
- Set line spacing to 'single.'
- Create tabs for proper alignment. Try these YouTube videos:
 - **Learn all tabs** - <https://www.youtube.com/watch?v=O2ot1XZqfwk>
 - **How to right justify** - <https://www.youtube.com/watch?v=Ksv-UpvsXDo>
- Don't use bold and underline together; it can confuse applicant tracking systems.
- Use border tool verses line tool. Lines often have to be re-adjusted when you make changes to your content; borders don't.
- Set font color to black. Many templates are set to gray.
- Use bullets sparingly.
- Whenever a section breaks across two pages, re-state the section title and use "cont" or "continued" on the following page so the reader is aware that the section continues on. If there is a break in the entry as well, restate the title of the entry also and indicate "cont" or "continued".
- List both the acronym and spell out the title; it adds "keywords" to your document.

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