

# Resume Writing Basics for Teachers

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## Resume Sections

**Contact Information:** Name, address (campus and permanent), phone and email.

**Objective:** An objective focuses a resume and should be concise and specific. If applying for a secondary education position, you may want to include extracurricular activities you are willing to sponsor.

*Examples:*

1. Elementary Teaching Position, K-6, High School Mathematics Teacher
2. Secondary or middle school position in science. Qualified and interested in coaching track, volleyball, or swimming.

**Education:** College name, city, state: degree (Bachelor of Arts or Bachelor of Science), your major(s), and date of graduation. Other optional information might include: relevant courses, course projects, honors/scholarships, or GPA (if it is a 3.0 or better). List any and all certifications and dates. If you transferred, list the name of other school(s), city and state, and dates you attended.

**Professional Preparation:** Include your student teaching experience, practical, and any other teaching experience you have had. Employers prefer the reverse chronological format. (List the most recent job first, the next most recent, and so on.) It is easy to read and identifies your work experience clearly. You need to include all the important information: Job title, name of employer, city, state, and dates of employment. Use action verbs and transferable skills to describe your accomplishments and skills in powerful, concise statements.

**Other Experience:** Include campus jobs and other employment, volunteer work, etc. Especially include any experiences where you have worked with children or adolescents. Only include jobs you have held since high school unless it is directly relevant to your teaching aspirations.

### **Optional Sections:**

1. *Activities:* List campus or community activities you've been involved with while in college. List the name of the organization, positions held (if any), dates of involvement, and any achievements. You may include a brief description if necessary.
2. *Special skills:* List any relevant skills for the position to which you are applying (i.e. computer or foreign language skills)
3. *Honors/Awards/Scholarships:* Focus on special achievements or recognitions. If listing scholarships, describe their nature (i.e. academic, leadership based, etc.).

**References:** You may state that your references/credential files are available from the Career Center and give the address and phone number. Reference information should go on a separate sheet of paper. List 3-5; be sure to include Berry and non-Berry references. Be sure to ask permission before you include references information.

Name  
Title  
Address  
Phone Number  
E-mail

## Resume Rules/Hints/Tips

- Always send a cover letter with your resume. A resume may be folded and mailed in a regular-size business envelope.
- Review and revise your resume as needed, a resume is a flexible document.
- Plan for a one-page resume. If your experience requires additional pages, ensure your most pertinent information is first.
- You **MUST** target your resumes for each type of position you are seeking.
- Keep font, font size, margins and spacing consistent throughout.
- Use italics, bold, underlining, etc. to emphasize and highlight.
- Use concise, positive phrases beginning with action verbs, include key words and transferrable skills.
- Use indented and "bulleted" statements.
- Quantify amounts, frequencies and dollar values where they enhance your job description.
- Very carefully edit, proofread, and spell-check for errors.
- Don't use resume(s) with job objectives different from the position for which you have applied.
- Don't list any personal information of any kind or include pictures. Don't state race, religion, marital status, or political affiliation
- Don't list references (exceptions: journalism, art,) references go on a separate page.
- Don't explain unrelated information in detail. Save your explanations for the interview.
- Don't use pronouns such as "I," "me," or "my" in your resume.
- Don't use personal evaluations (such as "learned a great deal through this experience").
- Spell out numbers though ten; four instead of 4.
- Use good quality resume paper...white or ivory are the most acceptable colors.
- If you would like assistance with the resume writing process, please contact the Career Center.

## **Eli Education**

P.O. Box 495005  
Mount Berry, Georgia, 30149  
Eli.Education@vikings.berry.edu  
706.236.2292

<i>Objective</i>	To teach middle school math or science with Fulton County Schools
<i>Education</i>	<b>Berry College</b> , Mount Berry, Georgia, May 2015 Bachelor of Science, Middle Grades Education Major; GPA: 3.65/4.00  <b>Exploration in Diverse Cultures in Education</b> , Liberia, Costa Rica, Summer 2013  Passed Middle Grades Science GACE (or other appropriate content assessment) Passed Middle Grades Math GACE
<i>Certification</i>	Upon Graduation: T-4 Middle Grades Education (4-8); ESOL Endorsement
<i>Professional Preparation</i>	<b>Armuchee Middle School</b> , Rome, Georgia Student Teacher, Seventh Grade Math, August 2014 – Present <ul style="list-style-type: none"><li>• Develop lesson plans and take full responsibility of all classes for two weeks</li><li>• Plan and teach an independent week unit on solving equations</li><li>• Incorporate computer and technology into lessons</li><li>• Differentiate instruction for special education and gifted students</li><li>• Create and oversee warm-up activities, monitor student work, and supervise homeroom</li><li>• Conference with parents and other teachers regarding students' progress</li><li>• Supervise students on field trips and when the classroom teacher is absent</li><li>• Collaborate with cooperating teacher regarding classroom and instruction management</li><li>• Encourage academic growth of students by aligning lessons to the Common Core</li><li>• Participate in pre-planning and the first full week of school</li></ul>
<i>Other Field Experiences</i>	Model Middle School, Rome, Georgia, Eighth Grade Science, Spring 2014 Rome Middle School, Rome, Georgia, Seventh Grade Math, Fall 2013 Elm Street Elementary School (Title 1), Rome, Georgia, Fourth Grade ESOL, Fall 2013 West End Elementary School (Title 1), Rome, Georgia, Sixth Grade Science, Spring 2012
<i>Relevant Experience</i>	<b>Berry College Elementary and Middle School</b> , Mount Berry, Georgia Classroom Assistant, August 2013 – Present <ul style="list-style-type: none"><li>• Grade homework and provided assistance to students during class time</li><li>• Supervise and ensured safety of the students at recess and lunch</li><li>• Develop lesson plans through collaboration with the classroom teacher</li></ul> <b>Tellus Science Museum</b> , Cartersville, Georgia Summer Passport Program Intern, May 2013 – July 2014 <ul style="list-style-type: none"><li>• Taught science vocabulary to students ranging in age from five to twelve years</li><li>• Supervised and coached students during exploration activities</li></ul>
<i>Honors and Activities</i>	Omicron Delta Kappa Leadership Honor Society, Spring 2014 – Present Kappa Delta Pi Education Honor Society, Spring 2013 – Present Berry College Habitat for Humanity, Secretary, Fall 2012 - Present Georgia Association of Educators – Student Programs, Fall 2011 – Present

# Taylor Teacher

Taylor.teacher@vikings.berry.edu  
(706) 236-2294

*Present Address* (until 5/5/15)  
Post Office Box 49xxxx  
Mount Berry, Georgia 30149

*Permanent Address*  
1530 Sweetbriar Road  
Duluth, Georgia 30520

*Objective* To teach Preschool – Fifth grade with Cobb County Schools

*Education* **Berry College**, Mount Berry, Georgia, May 2015  
Bachelor of Science, Early Childhood Education Major  
Overall GPA: 3.89/4.00

Passed “Name of Appropriate Content Assessment” GACE exam

*Certifications* T-4, Early Childhood Education (P-5); ESOL Endorsement

*Professional Preparation* **Glenwood Elementary School**, Rome, Georgia

Student Teacher, August 2014 – April 2015, First Grade

Took full responsibility of the classroom for two weeks, and scheduled meetings with the principal. Teach lessons in spelling, math, reading, vocabulary, and phonics. Plan lessons for and teach a small reading group for remedial readers using Words Their Way, Guided Reading, and leveled texts. Implement calendar time. Develop and incorporate new ideas and lessons into the classroom teacher’s regular repertoire. Created and oversaw a center activity every week, monitored student work, and oversaw regular morning routine duties. Attend SST meetings, faculty meetings, and team meetings. Planned and taught a two-week thematic unit on friendship and symmetry. Meet and work with student’s parents to organize parties, make-up work, and classroom needs. Conferenced with parents on student’s progress.

**Roan Elementary School and The International Inclusion Center**,

Dalton, Georgia, Practicum Student, May 2014, Kindergarten, Pre-school,  
Multi-age Third and Fourth Grade, Multi-age Sixth and Seventh Grade

Observed behavior and learning in the classrooms, took extensive notes on the culture and the learning experience, observed ESOL teacher and regular classroom reading teacher. Met families and conducted interviews with adults and students.

**Armuchee Elementary School**, Rome, Georgia, Practicum Student

January 2014 – April 2014, First Grade

Administered diagnostic reading tests on one child and implemented corrective strategies. Planned, created and executed weekly Reading Recovery lessons. Compiled a reading portfolio of the student’s growth and learning, and kept a journal of student’s achievements and self-evaluation.

**Berry College Child Development Center**, Mount Berry, Georgia,

Teacher Aide, January 2012 – April 2014, Preschool

Assisted teacher with students with classroom activities appropriate for each stage of development, serving children three to five years old. Attended to physical and emotional needs of students. Created bulletin boards and organized learning centers.

### **Glenwood Elementary School**

Practicum Student, January 2012– April 2012, Kindergarten

Prepared, organized, consulted with professors and classroom teacher, and implemented a week long integrated thematic unit on plants. Created an interactive bulletin board and supervised the classroom in planting flowers in the school's front flower boxes. Observed regular classroom teacher. Taught lessons in literacy, including sequencing events in a story, structure of a story, and story mapping. Planned lessons and unit with another education student and team taught.

#### *Other*

**Sylvan Learning Center**, Dalton, Georgia

#### *Teaching*

Office Worker, August 2012 – May 2013

#### *Experience*

Worked to establish the first Sylvan Learning Center in the community. Created scheduling process and student transition procedures for teachers. Ensured that lessons started and ended on time. Took payments and scheduled appointments for director. Pulled books from extensive library for student instruction.

**Berry College Academic Learning Center**, Mount Berry, Georgia

Academic Tutor, August 2012 – May 2013

Tutored three middle grades students one-one-one in mathematics, writing, and social studies. Consulted with parents on learning progress. Gained insight into various developmental learning issues.

**Camp Grandview YMCA**, Millbrook, Alabama,

Camp Counselor, Summers 2011– 2013

Facilitated educational and recreational activities for children ages 5-13.

Communicated during meetings with parents to work through various concerns.

#### *Work*

**Berry College Memorial Library**, Mount Berry, Georgia

#### *Experience*

Circulation Student Supervisor, January 2012– May 2013

Supervised two student workers. Assume responsibility for opening and closing library. Assisted patrons.

**Berry College Post Office**, Mount Berry, Georgia

Student Supervisor, August 2011– December 2011

Trained and supervised other student workers, assembled and metered presorted first class mail, assisted customers, sorted and distributed mail.

#### *Honors and Activities*

Omicron Delta Kappa Leadership Honor Society, Spring 2014- Present

Rollins Work Award for outstanding work performance, Spring 2014

Kappa Delta Pi Education Honor Society, Spring 2014 - Present

Student Georgia Association of Educators, Fall 2012 – Present

## Action Verbs by Skill Set

### Management Skills

administered  
analyzed  
appointed  
approved  
assigned  
attained  
chaired  
contracted  
consolidated  
converted  
coordinated  
delegated  
developed  
directed  
enforced  
enhanced  
evaluated  
executed  
generated  
hired  
improved  
incorporated  
increased  
initiated  
led  
motivated  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reorganize  
resolved  
reviewed  
scheduled  
strengthened  
supervised

### Communication Skills

Addressed  
advertised

arbitrated  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
marketed  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
wrote

### Research Skills

analyzed  
clarified  
collected  
conducted  
criticized  
diagnosed  
evaluated  
examined  
explored  
extracted  
gathered  
identified  
inspected  
interpreted  
interviewed  
investigated  
maintained

organized  
reviewed  
summarized  
surveyed  
systemized

### Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
trained  
upgraded  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
focused  
guided  
informed  
initiated  
instructed  
persuaded  
presented  
set goals  
stimulated  
tutored

### Financial Skills

administered  
allocated  
analyzed  
appraised

audited  
balanced  
budgeted  
calculated  
computed  
developed  
earned  
forecast  
managed  
marketed  
planned  
projected  
reconciled  
researched

### Creative Skills

acted  
conceptualized  
created  
designed  
developed  
directed  
entertained  
established  
fashioned  
founded  
illustrated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped  
solved

### Helping Skills

assessed  
assisted  
clarified  
coached  
counseled

demonstrated  
diagnosed  
educated  
ensured  
expedited  
facilitated  
familiarized  
guided  
referred  
rehabilitated  
represented  
served  
volunteered

### Clerical or Detail Skills

approved  
arranged  
catalogued  
classified  
coded  
collected  
compiled  
dispatched  
distributed  
executed  
filed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
reviewed  
screened  
specified  
systemized  
tabulated  
validated

## Application Letter Example

P.O. Box 495005  
Mount Berry, Georgia, 30149  
Month Date, Year

Dr. Suzanne M. Martin, Principal  
East Central High School  
1212 Center Street  
Dunwoody, GA 44060

Dear Dr. Martin:

Please accept this letter and enclosed resume as a part of my application for the English Teacher opening at East Central High School for the academic year. I learned of the vacancy through the Career Center at Berry College. Currently I am completing my student teaching and will graduate this May with a certification in Secondary English.

As my resume details, I have experience working with children and youth of a variety of ages. My course work and field experience have prepared me for teaching at the high school level. I have worked with a cooperating teacher who has enjoyed outstanding success in teaching both college and vocationally-oriented students, and she has helped me integrate teaching theory with reality.

I also have experience as a camp counselor for children ages 5-12 which helped me gain a better understanding of the stages through which children progress. I worked with parents of each camper allowing me to improve my communication skills.

East Central High School provides students with many options to participate in extracurricular activities. While being a prepared and effective teacher is my first priority, I also want to contribute as a coach or faculty supervisor for extracurricular activities. I've enjoyed participating in several activities in high school and college, and I look forward to continuing my participation as a teacher.

I welcome the opportunity to speak with you to further discuss my qualifications and the teaching position at East Central High School. You can reach me at \_\_\_\_\_. Thank you for your consideration.

Sincerely,

(Sign Here)

Jane Doe

Enclosure

***Please keep in mind that this letter is just a sample and not intended to fit every occasion. You should structure your letter to highlight your unique qualifications!***