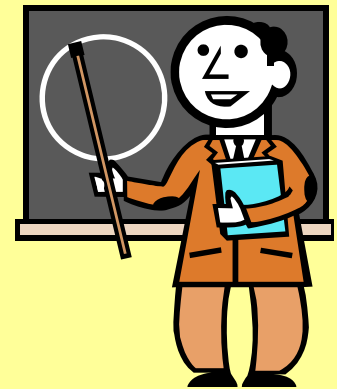
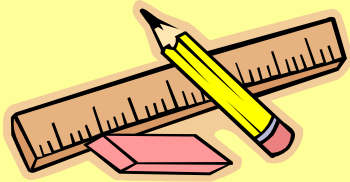




RESUME WRITING FOR EDUCATION MAJORS

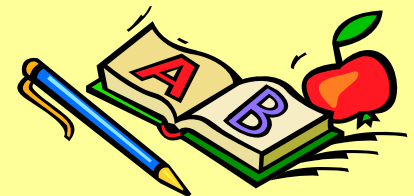
How to Best Present Your
Teaching Credentials





Purpose of a Resume

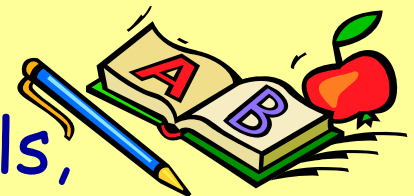
- Summarize your teaching skills and experiences
- Earn an interview
- Provides the school or district with relevant information regarding your qualifications





Guidelines

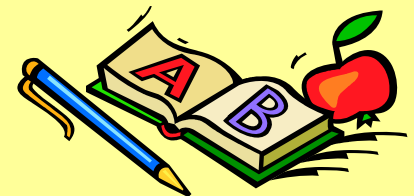
- Present your qualities in the most positive and honest manner
- Be consistent with format - use space to allow skimming
- Use short, concise phrases - not sentences
- Include skills such as foreign languages, technical & computer skills, etc.

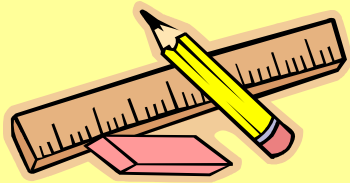




Guidelines (cont'd)

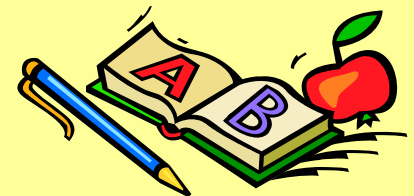
- Try not to exceed 1 page (at least half of the 2nd page should be filled w/name & page number at the top)
- Use consistent format
 - Margins should be identical
 - Allow space between categories & items w/in categories
 - Headings or titles may be bolded, capitalized or underlined
 - All headings should be the same style
 - Use 11 or 12 point font





Guidelines (cont'd)

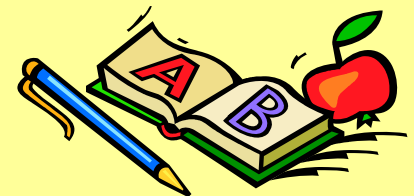
- Check for neatness & accuracy
 - Carefully check grammar, verb tense, spelling and aesthetic appeal
 - Use standard 8 $\frac{1}{2}$ " x 11" white, bone, or light gray resume paper
 - no funky colors or "cutesy" graphics

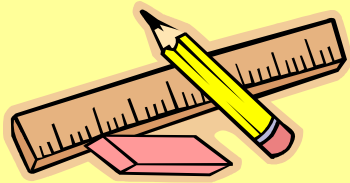




Guidelines (cont'd)

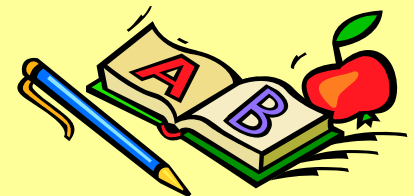
- Beginning teachers only: You may list high school activities because school districts have a short supply of people to supervise/assist with extracurricular activities. Showing past participation is important.
- Do not use "I" statements or personal pronouns
- Use action verbs to relate specific information

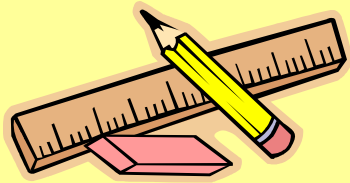




Good Action Verbs for Teachers

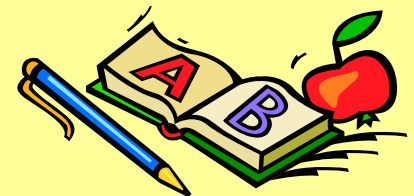
- Plan
- Organize
- Prepare
- Research
- Instruct
- Lead
- Listen
- Facilitate
- Assess
- Demonstrate
- Write
- Supervise
- Evaluate
- Motivate
- Implement
- Encourage
- Communicate

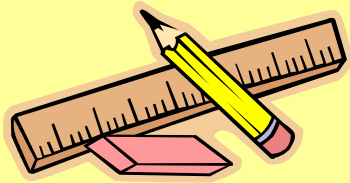




Content Areas

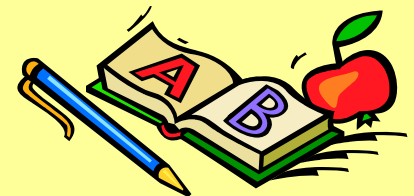
- Identification
 - Name
 - Address & Phone Number (permanent & temporary)
 - E-mail Address (professional)
- Career Objective
 - Identify the grades and certification areas you are willing to teach
 - Include interest in supervising extracurricular activities
 - Avoid flowery, trite phrases such as "love working with children"

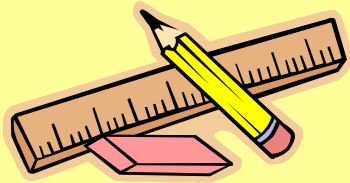




Content Areas (cont'd)

- Education
 - List most recent or highest degree first
 - Include **ALL** post-secondary education
 - For each entry, list
 - Degree title
 - Name and location of institution
 - Date of completion
 - Major and/or minor
 - Emphasis or specialization
 - GPA is optional (3.0/4.0)





Content Areas (cont'd)

- Certification

- IL Initial (good for 4 years)

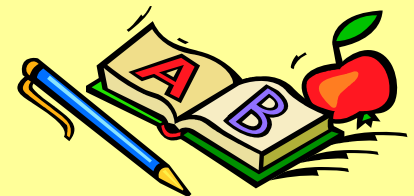
- Type 04 Early Childhood (Birth - Grade 3)
- Type 03 Elementary (K-9)
- Type 09 Secondary (6-12)
- Type 10 Special (K-12)
- Type 10 Special/Special Education

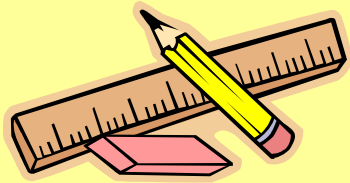
Additional Certification Information

<http://www.isbe.net/certification/requirements/toc.htm>

- Endorsements

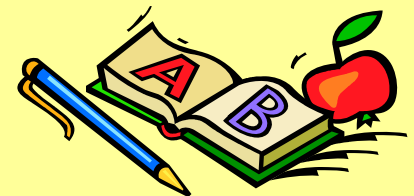
- No such as middle school endorsement only
 - must include subject area





Middle School Endorsements

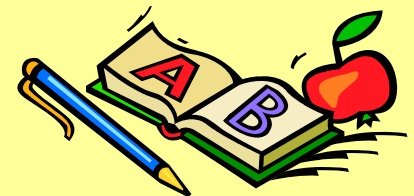
- Agriculture Education
- Foreign Language
- Art
- Bilingual Education
- Biological Sciences
- Business, Marketing & Management
- Computer Science
- Dance
- English as a Second Language
- Family & Consumer Sciences
- General Geography
- General Science
- Health Education
- Industrial Technology
- Language Arts
- Library Information Specialist
- Mathematics
- Music
- Physical Education
- Physical Science
- Reading
- Social Sciences
- Speech
- Speech/Theater
- Technology Specialist
- Theater/Drama





Secondary Endorsements

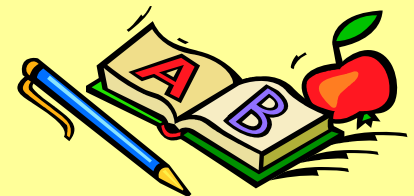
- Agriculture Education
- Foreign Language
- Bilingual Education
- Business, Marketing & Computer Education
- Business, Marketing & Computer Programming
- Computer Science
- Dance
- Drama/Theater Arts
- English/Language Arts
- English as a New Language
- English as a Second Language
- Health Careers
- Health Education
- Library Information Specialist
- Mathematics
- Music
- Physical Education
- Reading
- Safety & Driver's Education
- Science - Earth & Space Science
- Science - Biology
- Chemistry
- Environmental Science
- Physics
- Social Science - History
- Social Science - Economics
- Social Science - Geography
- Social Science - Political Science
- Social Science - Psychology
- Social Science - Sociology & Anthropology
- Technology Education
- Technology Specialist
- Visual Arts





Content Areas (cont'd)

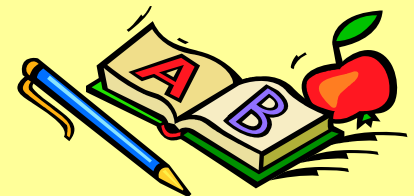
- Honors
 - Dean's list
 - Be sure to include College of Education & Human Services
 - Include number of semesters
 - President's list
 - Honorary organizations
 - Honor's Day recognition

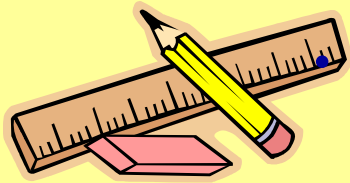




Content Areas (cont'd)

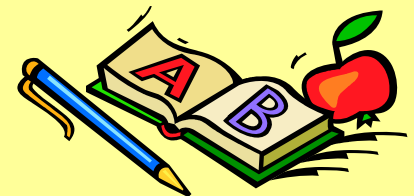
- Professional Preparation
 - Student teaching, practicums, and field experiences
 - Detail the position title, grade, name and location of school, dates, and major responsibilities
 - Be specific and use action verbs
 - Do not list every duty - only those that demonstrate
 - Classroom management skills
 - Curriculum development and lesson planning and implementation ability
 - Assessment and evaluation
 - Involvement in extra-curricular activities
 - Interaction with parents
 - Projects/events that set you apart

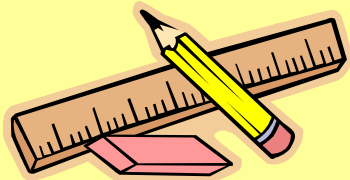




Consider addressing issues like these in your student teaching description:

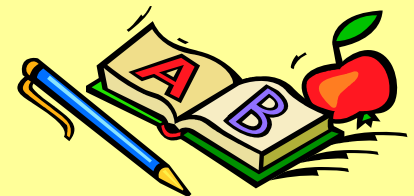
- A unit plan that encompassed a variety of subject areas
- Lessons designed to meet state standards and/or to prepare students for standardized testing
- Ways in which you incorporated technology into your teaching
- Methods used to assess the progress of your students
- Work coordination with other teachers, school counselors, and administrators
- Parent volunteer or teacher aide supervision
- Student behavior management

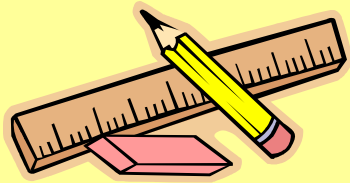




Content Areas (cont'd)

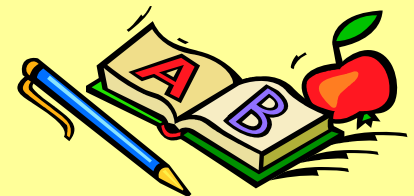
- Related Experience
 - Highlight your experience with school-age children.
 - Camp counseling
 - Life guarding
 - Tutoring
 - Training any employees younger than yourself
 - Coaching
 - Working at local recreation centers or YMCA facilities
- Additional Experience
 - Other employment (if applicable or if space available)





Content Areas (cont'd)

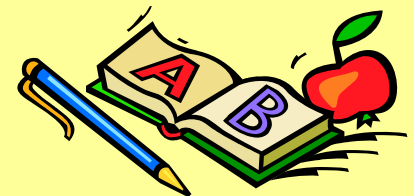
- Skills
 - Include skills related to your field, such as computer/technical or foreign languages
- Memberships
 - List organizations of which you are a member and indicate offices held or involvement in committee and projects





Content Areas (cont'd)

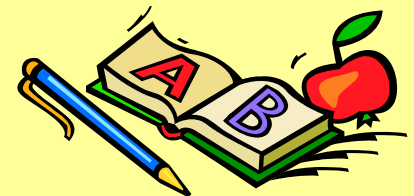
- **Achievements/Accomplishments**
 - Include any scholarships; service, athletic, or any non-academic awards; and various types of recognition
- **Professional Development**
 - Indicate if you have attended any special workshops, seminars, or conferences

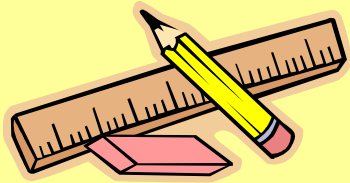




Content Areas (cont'd)

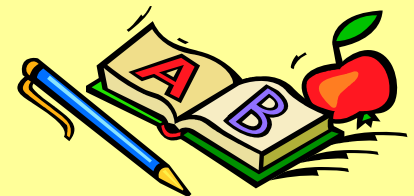
- Activities
 - Note community, school, and volunteer commitments
- References
 - State "Attached"
 - References should be listed on a separate sheet of paper
 - List the names, addresses, telephone numbers, and email address (if possible) of three to five individuals

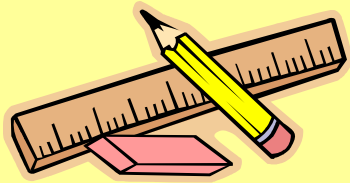




Editing Tips

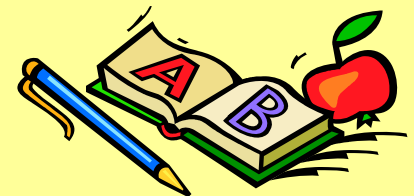
- When printing copies, check print quality for bleed, jagged or crooked edges, and overall readability
- After running spell check, visually edit the resume
- Give it to three friends or family members to review and edit
- Meet with a Career Services Specialist to have your resume critiqued

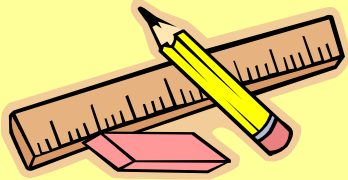




COMMON EDUCATION RESUME ERRORS

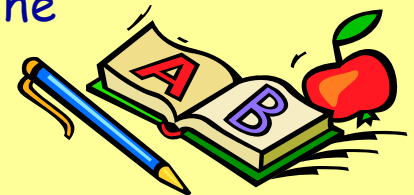
- **EDUCATION SECTION**
 - Too vague: B.S. degree in Education
 - **Better:**
 - Bachelor of Science in Early Childhood Education
 - Bachelor of Science in Elementary Education
 - Bachelor of Science in Special Education
 - Bachelor of Arts in English

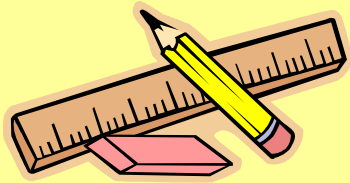




• PROFESSIONAL EXPERIENCE SECTION

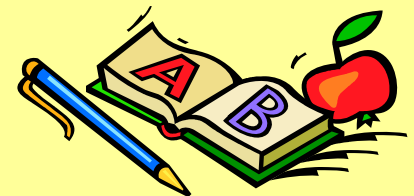
- **Problem:** Candidates indicate "Student Teacher" or "Intern" or "Pre-Student Teacher", then in 4 or 5 bullet statements indicate general and assumed responsibilities that all student teachers have.
- **Solution:** More detail about the specifics of your personal experience, such as...
 - What makes you special as a teacher?
 - What unique project did you develop to teach a particular lesson?
 - Did you create any special program or event for the class/entire school to teach a particular lesson?
 - What else did you do to teach lessons?





- **NEED TO USE "BUZZ WORDS"**

- Readers of education resumes look for "buzz words" which indicate:
 - Structure of class
 - Diverse student populations
 - Types of reading or math instructional materials used, by publisher's name
 - The use of technology as part of instructional process
- Some common buzz words to look for include:
 - Cooperative learning process
 - Writing collaboration
 - MAG or multi-age grouping
 - Inclusion classroom
 - Literature-based foundation
 - Curriculum
 - Critical thinking skills
 - Hands-on learning activities
 - Team teaching





Career Services

- Information on careers
- Career Exploration
- Peer Advisors/ Computer Lab
- Workshops/Seminars
- Internship/Externship/ Co-Op Information
- Job Fairs
- Job Search Help
- Salary & Employment Information
- Saluki Job Bank
- Resume Development/ Critique
- Interview Preparation
- Mock Interviews
- On-Campus Interview Information
- Graduate School Information

