

Education/Teacher Resume Checklist

[View samples resumes here](#)

Basics – Formatting and Structure

- ☐ **Avoid using templates**; these may cause formatting issues. Begin with a blank Google Doc or Word Doc. Make sure settings for line spacing are at single, and paragraph spacing is also set to 0 before and after lines.
- ☐ 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
- ☐ Spelling, grammar, and punctuation are 100% error free (use spell/grammar check, visit the Writers Block)
- ☐ May go up to 2 pages front and back if you have years of experience and are switching into teaching. Tie these experiences into strengths you'll bring into your teaching using teaching terminology
- ☐ Consistent formatting: indentations, margins, underlining, capitalization, bulleting, and spacing
- ☐ Required sections and in this order: **Certification, Education, Teaching Experience, Supporting Experience, Teaching Related Technology** (view samples at link at the top of the page)
- ☐ 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

Contact

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

Certification

- ☐ 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](#)
- ☐ List your location of application first. Students in Canada should list Ontario Certificate first.

- Examples:

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

- ☐ 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)
 - Example:

Master of Science for Teachers in Childhood Education
Month Year
State University of New York at Potsdam, Potsdam, NY / GPA 3.7

Anticipated

Bachelor of Arts in Adolescence Education – English
Month Year
State University of New York at Potsdam, Potsdam, NY / GPA 3.5

Anticipated

Additional Degree Titles – Bachelors Degrees – B.A. = Bachelor of Arts

- **B.A. in Childhood / Early Childhood Education**
- **B.A. in Adolescence Education: English**
- **Adolescence Education: Mathematics, B.A.**
- **Adolescence Education: Social Studies, B.A.**
- **Education Studies Minor**

Additional Degree Titles – Masters Degrees – M.S.T. = Master's of Science for Teachers

- **M.S.T. in Childhood Education**
- **M.S.T in Adolescence Education: English**
- **M.S.T in Adolescence Education: Mathematics**
- **M.S.T in Adolescence Education: Science (Biology, Chemistry, Earth Science or Physics)**
- **M.S.T in Adolescence Education: Social Studies**
- **M.S.Ed. Curriculum and Instruction**
- **M.S.Ed. Educational Technology Specialist**
- **M.S.Ed. Literacy**
- **M.S.Ed. Special Education**

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

Teaching Experience

- ☐ 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:
 - Teaching
 - Classroom management
 - Assessment and feedback
 - Creating positive and inclusive classroom culture
 - Universal Design for Learning - supporting needs of all learners
 - Implementing innovative technology to enhance lessons – providing types of technology used
 - 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 in past tense
- ❑ Remove pronouns such as “I” and “me” (this keeps the focus on your skills and abilities with proof/results)
- ❑ 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(d) lesson on **[enter topic]** to support grade level curriculum teaching students to **[enter learning objective]**
 - Teach/taught lesson and implement(ed) engaging activities such as **[give example(s)]** to support **[provide specific learning objective]**

Supporting Experience

- ❑ Experience that involves working with children and /or families such as mentor, tutor, camp counselor, coach, babysitting/nanny OR training others, supervising others, or working with the public

- ❑ 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
 - ❑ Should appear on the first or second page of the resume- if on second page, place at the bottom of the 2nd page
 - Example: [List of Technology](#)
- Teaching Related Technology:** ClassDoJo, Google Chrome, Google Classroom, Google Slides, GoNoodle, Kahoot! SmartBoard, Jamboard, Prezi, Popplet, Quizlet, PowToon, VoiceThread

Community Engagement/Leadership (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 (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

[Career and Employment Services and the School of Music, University of Puget Sound](#)- Music Resume Packet

- ❑ Depending on your specialization, have a section for performances
- ❑ Items to include for specific musician roles from the New England Conservatory
 - **Classical Vocalists:** Full Roles, Partial Roles, Choral Experience, Solo Recitals, Musical Theater
 - **Jazz Musicians:** Clubs, Other Venues, Jazz Festivals, Has Performed With, Recordings, Ensembles
 - **Classical Instrumentalists:** Orchestral Experience, Chamber Music Experience, Solo Performances, Soloist with Orchestras, Community Performances and Presentations
 - **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

Career Services Available to You 1:1 or in Workshops

Check [GetInvolved](#) or the Corq app for Career Services Events each semester including more virtual events for off-campus students.

- Resume Reviews
- Cover Letter Reviews
- Mock Interviews/ Interview Skills
- Personality Assessments
- Job Search Skills
- LinkedIn and Handshake Profile Development
- Networking Skills
- Professionalism Skills
- Additional Resources on Career Services [Webpage](#)