

Teacher Resume Guide

Standout to a superintendent!

Market yourself by targeting your audience and tailoring your resume to each job posting.

Your resume should outline your experience by demonstrating your teaching and classroom management style, how you engage your students, and how you develop lesson plans and use assessment tools.



Basics

Length- 1 page or full 2 pgs
Margins 0.5"-1.0"
Font size 11 or 12
Double space between sections
No personal pronouns (ex. I, me)
Former experiences-past tense
100% error free
Send your resume as pdf

Sections

Contact Info (Header)
Objective (optional)
Certification
Education
Honors/awards
Teaching Experience
Activities
Professional Development
Volunteer Experience

Prioritize Relevancy

Organize by relevancy (categories & bullets)
Reverse chronological order
Relate content to your objective and the posting

Bullet Points

Action verb + What you did + How you did it + Results

Situation
Task
Action
Results

- Bullets no more than two lines
- Combine experiences into categories Ex. Special Education Teaching
- Use key words
- Describe your experience (use ages and number of students)
- Integrate use of technology in bullets
- Highlight your transferable skills

Key Words

Curriculum development
Common Core
Interactive exercises
Assessment
Curriculum standards
Technology
Classroom management
Collaboration
Special Education

ESL/ELL Students
Cooperative learning
Team teaching
Critical thinking
Modified Instruction
Peer learning
Student centered
Interdisciplinary lesson plans
504 plan

SMART Board training
IEP (Individualized Education Plan)
Lesson planning
Monitor progress
Inclusive/ diverse instruction
Response to intervention
Literacy circles