



Student Teacher Resume

Created by: Center for School Partnerships and
Teacher Certification and Career Planning



The Resume

- **What is a Resume:**

The resume is a marketing tool...**YOU** are the product.
It takes more time to write and edit than you may think.
Start early.

- **The Resume Goal :**

To provide potential employers with a concise summary of your objective, experiences, skills, and qualifications in a way that creates interest from administrators.



Resume Basics

- **Create your resume in a Word document - Do not use a Template**
- Set all margins between 1.0" and .5".
- Font size: 11 or 12, but no smaller than 10, no larger than 12.
- Font style: Times, Times New Roman, Arial or Courier, Calibri.
- Spacing: single space text with double space between sections.
- Save as Word file (send to Career Planning as a Word Document).
- Length: one full page unless significant, relevant professional experience brings it to at least half of the second page.
- Use bullets in your descriptions
- Objective: Target to your audience! (change for each job/application).
- Experience Order: Job title, organization/employer, location, dates.
- Descriptions: Use a variety of past tense action verbs to begin bullets
- Omit first-person pronouns (I, me, my...)
- Consistency counts!
- **Must be 100% error free!**



Resume Sections

- Contact Information (Heading)
- Objective
- Education
- Certification
- Honors
- Teaching Experience/Relevant Teaching Experience
- Supporting Experience/Skills
- Professional Development
- Activities



Contact Information Section

- Name
- Address (campus and student teaching location address)
- Phone Number
- Email Address
- Website (if you have one)



Samples: Contact Information

JANIS JENKINS

123 Pearl Street

Rockville, Maryland 12345

Home: (301) 555-1111

Cell: (301) 444-2222

jenkinsj192@potdam.edu

Alena M. Miller

1500 Mildred Way • Fairly, NY 10000 • (700) 100-2000 • miller95@potdam.edu



Objective Section

- Purpose is to inform reader of what you are seeking in a clear, concise manner.
- Resume content should be relevant and supporting of objective

- Examples of a good objective:

- To obtain a high school Social Studies Student Teaching position.
- To obtain an Elementary Student Teacher position with Potsdam Central School District.



Education Section

- Should follow the Objective Section
- List most current/recent degree first
- Know the degree you are receiving, the major(s), the specialization, and minor(s), you are completing and *list them accurately*
 - *Check with your Advisor or Academic Department webpage for accuracy!*
- Include your GPA if 3.0 or above
- Do not list high school name, diploma, etc. in the Education Section

Example:

B.A., State University of New York at Potsdam, Potsdam, NY (Anticipated May 2015)

Majors: Childhood/Early Childhood Education Specialization: English

Minor: (if applicable) : Speech Communication

G.P.A.: 3.4



Certification Section

- Certification must be included on your resume
- List each certification area on a separate line
- Provide any and all certifications that are current or anticipated, as well as date received (this may include coaching certifications, CPR, etc.) or date anticipated for your teaching certification(s)

Examples:

NYS Initial Certification Childhood Education (Grades 1-6) Expected: May 2015

NYS Initial Certification Early Childhood Education (Birth - Grade 2) Expected: May 2015

NYS Initial Certification, Mathematics Education (Grades 7-12, 5-6 Extension)

Expected: May 2015



Honors Section

- IF you have received honors during college you may list them with date received
- Examples can include Honor Societies, Scholarships, Departmental Awards, President's List/Dean's List, etc.



Teaching Related Experience Section

- In this section, only list experiences that are related to teaching
- Does not need to be paid experience
- List most relevant experience first
- Begin each bullet point with a past-tense action verb
- Describe, **in detail**, your experiences using terminology related to teaching (include curriculum/subject, standards, assessments, technology, classroom management, collaborations, special need populations, etc.)
- Quantify experiences (class size, grade level, number of classes, etc.)
- Do not use first person pronouns (I, me, my, etc..)
- Answer the following questions when writing descriptions:
 - What did I do? (duty)
 - Who was the population? (clientele)
 - How did I do it? (skill used)
 - Why did I do it? (purpose)
 - What was the outcome? (results)
- Example: Assisted the Grade 3 Teacher by taking attendance each day, using online software, for accurate record keeping and increased student accountability



Prioritize Experience Content

- List experiences in order of **relevance** and **support** of your Objective (not necessarily in order by date).
- Same is true for bullet points; prioritize by relevancy and support of Objective
- Remember a resume is not a list of everything you have ever done – it is a document that “markets” your most relevant and supporting information as related to your Objective



Supporting Experience Section

- In this section, list additional experiences where you obtained skills that can transfer to the teaching profession (“*transferrable skills*”)
- Does not need to be paid experience
- List most relevant experience first
- Begin each bullet point with a past-tense action verb
- Describe the skills or tasks that transfers to teaching
- Quantify experiences
- Do not use first person pronouns (I, me, my, etc..)
- Examples can Include: Camp Counselor, Lifeguard, Coach, Babysitting/ Caretaking, Retail/Sales, Leadership Experiences, Mentoring, Manager/ Supervisor positions, etc.



Professional Development Section

- IF you have attended relevant workshops, conferences, in-service teacher training include it in this section
- Only list those that are relevant to your Objective!
- Examples might include: Workshops or training with Teacher Opportunity Corps, Child Abuse Workshop, ABC' s of Bullying, SMART Board Training, etc..



Activities Section

- Participation in activities on-campus OR off-campus demonstrates interests, involvement, leadership, and can portray you as a well-rounded candidate
- Examples can include: Athletics, Intramurals, Music, Performing Arts, Student Organizations, Clubs, Volunteer, Travel, etc.
- Spell out names of organizations, DO NOT USE ACRONYMS/ ABBREVIATIONS



Next Steps...

- Review the Samples to help you write your resume
 - *DO NOT COPY word-for-word from the samples!*
 - <http://www.potsdam.edu/offices/career/Resources/upload/edsamplers1.pdf>
 - <http://www.potsdam.edu/offices/career/Resources/upload/edsamplers2.pdf>
- Use the Rubric to evaluate your resume before submitting it to Career Planning
 - <http://www.potsdam.edu/offices/career/Resources/upload/edresacrubric.pdf>
- For individual assistance, visit Career Planning Walk In Hours M-F 1:00-4:00 pm.
- When submitting your resume via email, send as a Word Document to career@potsdam.edu