

Creating Your Pre-Student Teaching Resume

Please Note: The language found in the samples should be used to assist you with creating your resume, but you must use your own individualized wording to avoid creating duplicates of samples.

Begin by Brainstorming

Greatest Strengths/Awards/Honors:

Identify achievements and experiences from both teaching and non-teaching roles.

Experiences:

List ALL experiences you have done and specify responsibilities, accomplishments, and focus on results/benefits to individual/organization.

Environments:

Identify all opportunities to observe and connect with a variety of schools, ages, and community settings so you can continue to add these experiences to your resume.

Volunteer/Campus/Community Engagement:

These opportunities showcase transferable skills and your ability to make connections with local community, children, and families.

Career Change:

Identify opportunities you have had to train, research, mentor, collaborate, manage, develop events, organize systems, etc.

Limited Experiences:

Consider a “Related Courses” section you can add to your resume to show your knowledge of the subject area.

Missing Items on Resume:

These are areas that have time to enhance in order to be more marketable as a teacher.

Resume Appearance and Mechanics:

Length	1 page
Margins	Using .5-inch to 1-inch margins and adjust to fit content on page
Font	Name – 16 font; other text – 11-12 font; Times New Roman or Arial Adjust to fit content on page
Paper Quality	High quality paper stock (24-32 lb., 25% cotton fiber, 8-1/2 x 11) Use same quality for cover letters and reference page White, ivory, or light grey are good choices
Consistency	Consistent use of bold, italics, underline Section headers, bullet points, and dates line up
Accuracy	100% error free Check grammar, spelling, and punctuation Reviewed by: Career Coach, Writer’s Block Tutor, and Teacher

Required Sections

CONTACT

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CERTIFICATION

New York State Teaching Certification

Early Childhood Education, Birth-Grade 2

Childhood Education, Grades 1-6

Anticipated May 2019

Anticipated May 2019

EDUCATION

Master of Science for Teachers

State University of New York at Potsdam | Potsdam, NY

Specialization: Early Childhood Education | GPA: 3.99

Anticipated May 2019

Bachelor of Arts

The State University of New York at Potsdam | Potsdam, New York

Major: Early Childhood/Childhood Education **Concentration:** English **GPA:** 3.5/4.0

Anticipated May 2018

Honors/Awards:

Dean's List: 7 semesters

Student Leadership Award, Fall 2016

Study Abroad: Australia, Spring 2016

Customizable Sections

EXPERIENCE:

Teaching Experience

Direct teaching experience

Substitute Teacher

September 2017 – Present

Canton Central School | 4th and 5th Grade Classrooms | Canton, New York

- Implement lesson plans in areas of Mathematics, English, Reading, and Social Studies
- Guide students on successful completion of mathematics worksheets including domain/range, solving equations, and finding perpendicular lines
- Execute classroom management through positive reinforcement and redirection
- Collaborate with 5th grade team to provide individualized instruction for students with IEP's

Related Experience

Paid and/or unpaid work experiences. Skills and knowledge that will be useful to you as a student teacher.

Tutor	September 2018 – Present
<i>Potsdam Mentoring Program Potsdam Central School Potsdam, New York</i>	
<ul style="list-style-type: none"> • Provide one-on-one instruction for 3rd grade student on mathematics twice per week • Instrumental in student ability to raise math grades from below grade level to grade level 	

Mentor	September 2017 – May 2018
<i>Potsdam Mentoring Program Potsdam Central School Potsdam, New York</i>	
<ul style="list-style-type: none"> • Tutored, through small group instruction, 10 elementary students with homework after school for two hours, twice per week • Mentored students to encourage social and emotional growth through interactive activities • Facilitated interactive activities for all mentoring program participants 	

Camp Counselor	June – August 2016, 2017, 2018
<i>4-H Camp Overlook Malone, New York</i>	
<ul style="list-style-type: none"> • Monitored the safety and wellbeing of 30 children, ages 8-13, at weeklong overnight camp • Designed interactive activities to meet social, physical, and educational needs of campers • Demonstrated and strengthen communication skills through interactions with family members, staff, and camp director 	

Nanny	May 2015 – August 2015
<i>Family of 4 Children Massena, New York</i>	
<ul style="list-style-type: none"> • Provided daily care for 4 children, aged 4, 5, 7, and 12 • Managed active calendar of appointments including creative arts classes and music lessons • Intervened during interactions, establishing open and safe environment for developmental growth 	

Practicum/Field Experience

Gained exposure and knowledge through observation. Highlight skills/experiences playing active role with students

Interactive Field Experience	September 2017 – October 2017
<i>Potsdam Central School Grade 3 Potsdam, New York</i>	
<ul style="list-style-type: none"> • Worked individually with students to improve reading; including vocabulary, fluency, and using words in the correct context • Supported small groups of students in reading centers; including reading independently and with a partner, word sorts, and writing prompts 	

Community Engagement

One day events, weekly engagement, and experiences that interacted and supported communities and children/families

<i>Local Community</i>	
Volunteer Weekly Community Meal Potsdam First Presbyterian Church	October 2017 – Present
Volunteer Harvest Festival Potsdam Elementary School	October 2016 – 2018
Volunteer Pancake Breakfast Fundraiser Kiwanis Club of Potsdam	April 2016
<i>SUNY Potsdam</i>	
President Teacher Education Student Association	September 2018 - Present
Organizer Book Drive for Community Library	November 2016 – Present
Co-Organizer Winter Coat Drive for Potsdam School Circle K	January 2017

Professional Experience:

Relevant accomplishments in professional settings.
Focus on experiences that included training, managing, facilitating meetings, collaborating, developing programs, or public speaking

Benefits Associate**May 2005 – August 2016***ABC Group | Syracuse, New York*

- Managed benefit enrollment for all employees through communicating benefit plans, addressing individualized questions, and processing appropriate paperwork
- Developed benefit orientation for new hires to include electronic documentation process and webinars for answering common questions; improving efficiency and employee satisfaction
- Facilitated weekly meetings to monitor project management deadlines and to build and sustain collaborative relationships with partnering departments and vendors

OPTIONAL SECTIONS**Skills**

Highlight skills that would be useful to a teacher

Teaching Related Skills:

Breakout EDU, ClassDoJo, Google Chrome, Google Classroom, Google Slides, GoNoodle, Kahoot! Smart Board, Prezi, Popplet, Quizlet, PowToon, VoiceThread

Professional Development

List education related conferences and workshops you have attended or presented at.

Professional Associations

Express your commitment to the education field through continuing education.

Related Coursework

If you are lacking in related and transferable experience, list foundational education courses.

Bullet Points

Accomplishments: Stand out above other teacher candidates

Essentials: List skills/accomplishments once in the most relevant experience

Keywords: Easy to identify when scanned by reader (see list on next page)

Empty Words: Avoid using empty words such as various and numerous, be specific

Limits: One action verb per bullet point - keep bullet points to 2 lines maximum

S	SITUATION	<i>What initially happened?</i>	ACTION VERB
T	TASK	<i>What task or goal did you set out to accomplish given the situation?</i>	WHAT, WHO, WHEN, HOW OFTEN
A	ACTION	<i>What did you do to achieve the task?</i>	HOW, WHAT TOOLS/EQUIPMENT OR SKILLS
R	RESULT	<i>What happened as the result of your action? Provide specific details</i>	BENEFIT TO INDIVIDUAL OR ORGANIZATION/OUTCOME

Action Verbs

A

Achieved Adapted Advanced
Adjusted Administered Advised
Analyzed Anticipated
Appreciated Arranged
Appraised Assessed Assisted

B

Balanced Budgeted

C

Calculated Chaperoned Charted
Checked Clarified Coached
Communicated Completed
Compared Conducted Consulted
Controlled Cooperated
Coordinated Corresponded
Counseled Created

D

Decided Delivered Defined
Designed Detected Determined
Demonstrated Designed
Developed Diagnosed Directed
Disciplined Displayed
Distributed Documented Drafted

E

Earned Edited Eliminated
Employed Enacted Encouraged
Enhanced Enforced Established
Examined Evaluated Explained

F

Facilitated Followed Up

Fostered Formulated Fulfilled

F

Gained Graded Guided

H

Handled

I

Identified Illustrated
Implemented Improved
Improvised Incorporated
Increased Influenced Informed
Inspired Instituted Instructed
Integrated Interacted Interpreted
Interviewed Investigated
Involved

J

Judged

L

Lectured Led Located Logged

M

Maintained Managed Mediated
Modified Motivated

N

Negotiated

O

Observed Obtained Operated
Organized Originated
Orchestrated

P

Participated Planned Performed
Persuaded Planned Predicted

Presented Prepared Prescribed
Prevented Processed Promoted
Proposed Proved Provided
Published

Q

Questioned

R

Realized Received
Recommended Recorded
Recognized Redesigned
Referred Reinforced Related
Reorganized Reported
Represented Researched
Resolved Reviewed Revamped
Revised

S

Scheduled Screened Separated
Served Selected Simplified
Solved Standardized Stimulated
Strengthened Structured
Substituted Summarized
Supervised Supported

T

Taught Tested Trained Treated
Tutored Translated

U

Utilized

V

Verified

Keywords

Here are some education specific keywords that you should incorporate if you have the experience.

Multi-Cultural Instruction
Hands-On Experiences
Team Teaching
Thematic Unit
Critical Thinking
Literacy Circles
Guided Reading
DIBELS
Differentiated Instruction
Different Learning Styles

Interactive Exercises
Interdisciplinary Projects
Manipulative
Student Centers
Modified Instruction
Peer Teaching
Block Scheduling
Response to Intervention (RTI)
Cooperative Learning
Multiple Intelligences

Common Core
Accountability
Special Populations
Assessment
Classroom Management
Scaffolding
Diverse Learning Style