

Teacher resume template

A few notes:

- Don't use either the content or the format of this template as an exact model for your resume – you don't want your resume to look like everyone else's from BC, do you?
- There are no rules of resume writing! Nothing in your resume has to match this one – your category headings; how you lay out each job or activity; your format and font; your descriptions – NONE of these has to match this resume.
- Limit your resume to one to two pages (two pages is generally fine for education resumes).
- For more sample resumes, and for ideas on alternative formatting, go to <http://www.bc.edu/offices/careers/skills/resumes/samples.html>

Your Name

you@hotmail.com

(You may want a separate job-hunting email that you can keep after graduating)

(Be sure to check it regularly!)

Current Address

20 Whatnot St.
Chestnut Hill, MA 02467
617-552-3644

Permanent Address

82 Snooze St.
Falstaff, TX 45678
979-123-4567

EDUCATION

Boston College, Lynch Graduate School of Education

M. Ed. In Moderate Special Needs

Chestnut Hill, MA

May, 2007

GPA: (list if it's over 3.0; otherwise, usually is assumed to be lower)

Honors and Awards (If applicable - Dean's list, scholar-athlete, etc. – CAN be separate section of resume, but usually is a line or sub-section under Education.)

University of Your College

B.A. in Elementary Education and Chinese

Austin, TX

May, 2005

GPA: (list if it's over 3.0; otherwise, usually is assumed to be lower)

Honors and Awards (If applicable - Dean's list, scholar-athlete, etc.)

CERTIFICATIONS

Massachusetts Certification (your grade level) _____ pending

- Communications and Literacy Skills Test – (“Passed” or “registered to take” and date)_____.
- Subject Test: General Knowledge – (“Passed” or “registered to take” and date)_____.

Another State's Certification, Grades _____, granted Date and Year _____.

TEACHING EXPERIENCE

Full Practicum Student Teacher, Grade 3

Generic Elementary School

Season, Year

Town, MA

- (Usually **4-7** bullet points **reflecting your strengths as a teacher**).
- Teacher in what type of classroom? Inclusion? EFL? Culturally diverse? Urban or suburban (necessary if applying out of state)?

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-
- Planned and taught what type of *unit*? Give specifics, especially what was creative about it. Can include information on how learning was assessed; how instruction was individualized; etc.
IF you want to talk about two different units, use two separate bulleted statements.

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- Look at your Teacher Candidate Resume Worksheet? What items reflect your best qualities or accomplishments as a teacher?

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- Attended professional development seminars? In what? Did you help plan or organize them?

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- Created something for the classroom, such as reading areas, history timeline, student profiles, science corner?

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- What practices did you use to assess learning?

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- What way(s) did you collaborate with other teachers or student teachers?

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- Did you contribute to the school in ways other than classroom teaching (for example, helping to run a major field trip, serving on a committee, or helping with a sport or after-school activity)?
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- Were you involved in parent-teacher conferences or other parent interactions?
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Pre-Practicum Student Teacher
Richard Milhous Nixon Elementary School

Season, Year
Town, TX

- (Usually **3-4** bullet points reflecting your strengths as a teacher).
 - Teacher in what type of classroom? Inclusion? EFL? Culturally diverse? Urban or suburban?
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- Planned and taught what type of *class(es)*? Give specifics, especially what was creative about it. Can include information on how learning was assessed; how instruction was individualized; etc.
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- Some candidates have a bullet point about individual work with students (e.g. tutoring, leading a reading group, providing after-school assistance).
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- Look at your Teacher Candidate Resume Worksheet? What items reflect your best qualities or accomplishments as a teacher?
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- ***Look at the other questions from the full practicum category ABOVE.*** What items from your pre-practicum *reflect your best qualities or accomplishments* as a

teacher, **AND** which of those may not be expressed in the description of your full practicum.

Include in the “Teaching Experience” category any job, activity, or volunteer experience where you actually taught in a classroom, a summer program, worked as a substitute teacher, etc.

- *Follow the previous sections’ template on how to type these experiences into your resume*

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RELATED EXPERIENCE

This is an OPTIONAL category. In this category you could include any job, activity, or volunteer experience where you were not teaching in a classroom but where you were working with children (coaching, tutoring, summer camp counselor) or had other work experiences related to education (residence hall advisor; graduate assistant in an Education department, etc.)

- *Follow the previous sections’ template on how to type these experiences into your resume*

Job/Activity Title

Year(s)

Employer

Town, TX

- (Number of bullet points varies, depending on how relevant this job or activity to teaching. This job or activity may be valuable because of the level of responsibility you had, leadership role, etc.)
 - What successes or accomplishments did you have at this job or activity? (An **“accomplishment”** could be a lasting change you made; a creative solution you came up with to a problem; a goal or expectation that was exceeded.)
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- What other responsibilities or duties did you have?
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OTHER WORK EXPERIENCE

This can simply be “OTHER EXPERIENCE” – doesn’t have to be limited to paid jobs.

- *Follow the previous sections’ template on how to type these experiences into your resume*

Job/Activity Title

Year(s)

Employer

Town, TX

- (Number of bullet points varies, depending on how relevant this job or activity to teaching. This job or activity may be valuable because of the level of responsibility you had, leadership role, etc.)
 - What successes or accomplishments did you have at this job or activity? (An “**accomplishment**” could be a lasting change you made; a creative solution you came up with to a problem; a goal or expectation that was exceeded.)
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- What other responsibilities or duties did you have?
-
-

SKILLS

This is an OPTIONAL category. You would include this if your skills helped you stand out from the crowd. For example:

Computer: Various Mac & PC programs including Microsoft Office, Photoshop, Logo, Delta Draw, Kid Pix, Super Paint.

Languages: Conversational ability in Spanish

INTERESTS

This is a VERY OPTIONAL category. You would include this if your interests if they helped you stand out from the crowd, indicated a well-rounded life-style, or were directly related to your teaching.