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## Teacher Resumes

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### The purpose of a resume **Self-marketing tool**

- Designed to obtain an interview
- Written for the position you want
- Keep in mind the “employer appeal”
- If you were in the reader’s shoes, what would you want to see on the resume?

### Preparation

- Do a self-assessment of your skills, values, accomplishments
- Know what you do well
- Consider creating a skills grid

### Research

School/school district:

- What skills & characteristics are needed? What is their teaching focus, student population, etc?
- Where to find information: web sites (see links on CS page), local newspapers, electronic databases, district offices, alumni, teachers, parents, school board meetings.

### Resume Contents

What *should* be on every resume?

- Complete contact information
- Clear objective
- Education & certification information
- Relevant experience

### Contact Information

Your name & address

- Best to have just one address
- Nothing on your resume should make the reader question whether you will stay around

Telephone & e-mail

- Your friends may enjoy your email [babycakes@hotstuff.com](mailto:babycakes@hotstuff.com) but the Human Resource Director probably won't
- Make it visually appealing at top of resume

### Objective

- Clear, specific and brief
- Be specific as to the teaching level
- For secondary, include subject(s)
- Note any activities you would like to sponsor: debate team, coaching, etc.
- Avoid flowery statements

### Education

- Start with most recent degree, list others in reverse chronological order
- Degree, major, certification, college/university
- Give graduation date month/year
- If you have a high GPA, include it
- Include current or expected licensure

## **Education Highlights**

Can list courses, projects, research, team/group projects, presentations

Possible sub-headings:

- Relevant Coursework
- Class/Team Projects
- Trainings or In-services
- Research
- Honors & Awards
- Certifications

## **Teaching Experience**

- Practicum & student teaching.
- Relevant teaching/leadership experience: camps, daycare, instructions, tutoring, anything child related
- Other work experience can be included.

## **Special Skills**

If you create an additional section, make sure the skills and accomplishments in it support your objective. Include foreign language proficiency and other specialized knowledge.

## **Bullets – Descriptions**

- Relevant to teaching
- Short phrases with strong, active verbs
  - They are easy for the reader to scan
- Do not use personal pronouns
- Spell out the names of programs which might not be understood by every reader
- Specify month and year
- Avoid repeating duties that are common to different positions
- Give the reader an idea of content, grade levels and types of students you taught
- Use tangible examples in describing your experience; general statements are not individualized enough to make you memorable

## **Miscellaneous tips:**

- Nothing should be larger than your name.
- Overuse of large print wastes space
- A judicious use of white space is easy to read.
- Keep it to 1-2 pages. If 2 pages, put name and “page 2 of 2”.
- Limit the number of individualized graphics so it's not distracting.
- If 2 pages, use 2 sheets of paper; not back-to-back.
- Do not fold or staple your resumes. If mailing, use an 8x11 envelope.
- Approx. 1” margins all around.
- Headings 12-14 font, Text 10-12 font.
- Use bullets, italics, bolding to help the reader.

## **Tips**

### **Each profession has its own culture**

- Don't use buzz words from other occupations

### **The goal is to stimulate interest**

- Do not overwhelm with detail

### **Resume should have a consistent look**

- Don't overuse different fonts, bolding, italics

### **Space is valuable**

- Include only items that can help promote your skills
- Keep your tenses consistent
- Do not include personal information: marital status, age, social security number, personal picture
- Write your own rather than use a template that looks “canned.”
- Check for consistency in use, verbs, periods, capital letters, etc.
- Get feedback
  - About overall impact of your resume and to catch typos or misused words.

# Action Verbs

accomplished  
achieved  
acquired  
adapted  
adjusted  
administered  
advised  
analyzed  
applied  
arranged  
assembled  
assisted  
assumed  
attained  
attended  
authored  
chaired  
communicated  
compared  
compiled  
composed  
conceived  
conducted  
constructed  
consulted  
contributed  
controlled  
coordinated  
counseled  
created  
defined

delegated  
delivered  
demonstrated  
distinguished  
educated  
encouraged  
enforced  
enlisted  
established  
evaluated  
examined  
executed  
expanded  
expedited  
finalized  
formalized  
formulated  
fostered  
gathered  
generated  
guided  
handled  
hired  
implemented  
improved  
inaugurated  
increased  
individualized  
influenced  
initiated  
installed

instituted  
instructed  
interpreted  
introduced  
invented  
investigated  
issued  
learned  
led made  
maintained  
managed  
modified  
motivated  
negotiated  
perceived  
performed  
planned  
prepared  
prescribed  
presented  
processed  
produced  
programmed  
promoted  
proposed  
provided  
qualified  
recommended  
reevaluated  
referred

reorganized  
reported  
represented  
requested  
researched  
restored  
reviewed  
revised  
scheduled  
selected  
served  
simplified  
solved  
specialized  
stimulated  
strengthened  
studied  
submitted  
summarized  
supervised  
supported  
surveyed  
systematized  
trained  
translated  
taught  
updated  
utilized  
wrote

# Possible Headings

OBJECTIVE  
JOB OBJECTIVE TEACHING  
OBJECTIVE CAREER  
OBJECTIVE PROFESSIONAL  
OBJECTIVE POSITION  
DESIRED

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EDUCATION  
EDUCATIONAL BACKGROUND  
EDUCATIONAL PREPARATION  
ACADEMIC BACKGROUND  
ACADEMIC TRAINING

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SPECIAL TRAINING  
CERTIFICATION  
ENDORSEMENTS

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AREAS OF KNOWLEDGE AREAS  
OF EXPERIENCE AREAS OF  
EXPERTISE EDUCATIONAL  
HIGHLIGHTS COURSE  
HIGHLIGHTS BACKGROUND  
HIGHLIGHTS CAREER  
HIGHLIGHTS PROFESSIONAL  
SKILLS

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STUDENT TEACHING EXPERIENCE  
PRACTICUM EXPERIENCE TEACHING  
EXPERIENCE COACHING  
EXPERIENCE SUMMARY  
EXPERIENCE HIGHLIGHTS  
PROFESSIONAL BACKGROUND

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ACHIEVEMENTS  
CAREER ACHIEVEMENTS  
EMPLOYMENT  
OTHER WORK ADDITIONAL  
EXPERIENCE

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PART TIME & SUMMER WORK EXPERIENCE  
VOLUNTEER ACTIVITIES  
CIVIC ACTIVITIES  
PROFESSIONAL & COMMUNITY ACTIVITIES  
COMMUNITY & OTHER ACTIVITIES

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COLLEGE ACTIVITIES &  
DISTINCTIONS SPECIAL  
HONORS  
COLLEGE DISTINCTIONS  
HONORS & DISTINCTIONS  
HONORS/AWARDS

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MEMBERSHIPS  
PROFESSIONAL MEMBERSHIPS  
PROFESSIONAL AFFILIATIONS  
PROFESSIONAL ORGANIZATIONS

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SPECIAL TALENTS  
LEISURE ACTIVITIES  
SPECIAL SKILLS  
INTERESTS  
TRAVEL ABROAD  
TRAVEL  
LANGUAGE COMPETENCIES  
MILITARY SERVICE

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EXHIBITS  
PUBLICATIONS  
CURRENT RESEARCH INTERESTS  
PRESENTATIONS  
CONFERENCES ATTENDED

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# Grace Williams

55 Rock Falls Road  
Denver, CO

303-443-1256  
[Grace.Williams@Colorado.edu](mailto:Grace.Williams@Colorado.edu)

## PROFESSIONAL GOAL

Elementary (K-6) Special Education Teacher  
Endorsements in Special Education – Multi-Categorical Resource and Reading

## EDUCATION

Bachelor of Arts – Honors Graduate, University of Denver May 2014

- Major: Education (K-6) with Special Needs Concentration
- Minor: Spanish
- Cumulative GPA: 3.92/4.0

## ENDORSEMENTS:

- Special Education Endorsement – Multi-Categorical Resource Level 1 2014
- Reading Endorsement 2014

## STUDENT TEACHING EXPERIENCE

Columbine Elementary, Boulder Valley School District January 2013- May 2013

- Wrote and implemented individual educational Plans (IEP) for students.
- Evaluated and recorded IEP goals.
- Gained experience with DIBBLES evaluation testing.
- Developed and implemented creative lesson plans, i.e., Jeopardy, Time-O, Sight Word concentration, and Pecci.
- Taught students subject areas of Reading, Math, Spelling, Writing, and Science.

## PRACTICUM EXPERIENCE

Special Education – Directed Observation, Grades K-6 September 2012 – December 2012

- Created and taught functional life skills and geography classes.
- Developed and incorporated rubrics in lesson plans.

Cherry Valley Elementary, Douglas County School District January 2011 – April 2011

- Performed evaluations and assessments for referral and mainstreaming.
- Developed, designed and implemented indoor and outdoor children’s activities and teaching lessons.

**Portfolio & Credentials available at:** <http://Grace.Williams.education/login/employers/>

Enter File #200587, Password teacher

*“Grace is an outstanding young educator, who has excellent rapport with individuals regardless of their age or ability. She is able to create an atmosphere where others feel capable and care about while maintaining appropriate social interactions with them.”*

*-Julia Rosen, Ph.D., Principal, Dillon Elementary School, Denver,*

## CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

Center for Community, N352 UCB 133 2249 Willard Loop Drive Boulder, CO 80309-0133  
Phone 303-492-6541 FAX 303-492-5723 <http://careerservices.colorado.edu>  
Additional guides available at: <http://careerservices.colorado.edu/students/MajorCareerInfo.aspx>