



**WESTERN STATE
COLORADO UNIVERSITY**

CAREER SERVICES



Teacher Education Résumé Writing

Taylor Hall 302A 970-943-7122
www.western.edu/career

Parts of a Résumé

Below are the basic elements of a résumé.

- Write or type up your personal information for each category
- Do not use a template résumé on Word or Publisher (these make it difficult to change the spacing of your résumé)
- There are many types and styles of résumé. You will develop your particular type and style as you gain experience, make your career choice, and match it to your personality.
- Once you have filled in the information, transfer it into a résumé format that you feel confident represents you best.



Contact Information

The heading should consist of:

- Your Name (bold and capitalized)
- Your address, phone number and professional e-mail address where you can receive correspondence or messages
- *In a transitional period?* List a current and permanent address if need be

Career or Job Objective

A brief statement telling the reader what type of position you are seeking.

- Be specific as to the teaching level (elementary, middle, or secondary) and include subject area (Mathematics, Language Arts, etc.)
- Include activities that you are qualified or interested in sponsoring/coaching (basketball, student government, etc.). School districts often look for candidates with several areas of qualifications.
- Not required –but can help you focus your résumé

Education

Only list the institutions you have attended after high school unless you are applying in that particular school district; You only need to list colleges from which you have graduated

- Include names of degrees, special certifications, and majors received
- Graduation date (Month, Year) or Anticipated Graduation date (Month, Year)
- Grade point average (GPA) is of interest only if it is 3.0 or higher



Student Teaching, Practicum

- Include the name of schools and grade levels.
- Give descriptions of assignments, lessons taught, etc.

Professional or Related Experience

This is the most important section of the résumé and usually the longest.

- In this section, start with present or most recent position and work backwards
- Detail only the last four or five positions or employment covering the years in college, unless earlier information is relevant.
- List experiences that you have had working with schools or young people such as camp counselor, daycare, etc. You may include volunteer experiences here.
- Within each position listed include:
 - Your job title, company name, city, state and date position was held (start & end date - year and month are sufficient).
 - Under each position, using strong verbs list skills or duties performed
 - Be sure to list all experiences, whether paid or unpaid. Employers like to see volunteer and community work.

Leadership Activities

- List positions held, activities conducted, dates of participation

Computer or Technical Skills

- Include computer programs you know how to operate (i.e., Microsoft Office Suite or list individually: Microsoft Word, PowerPoint, Excel, Access)
- Don't forget to add your experience with Smart Boards and other teaching related technology.

Certifications

- This section would include any certification (i.e., CPR, First Aid)

References

Separate page titled "References" with your name on it

- References should be people who are familiar with your abilities, whether in college or at work. Use former employers, professors or college staff
- Do not use personal friends or relatives!
- List 3-4 professional references
 - You need their name, company (or school name), title, address, phone number and professional email address
 - Always ask your references for permission before listing them

Additional Headings or Section titles

List relevant activities which demonstrate your accomplishments; these can be personalized to fit your individual needs.

- | | |
|------------------------------------|-------------------------------------|
| • Internship Experiences | • Extracurricular Activities |
| • Volunteer Experiences/Activities | • Presentations/Workshops Presented |
| • Summary of Qualifications | • Honors and Awards |
-

Be sure to:

- Tailor your résumé for the position
- Always include a Cover Letter & Reference sheet
- Use Résumé or Bond paper
- All three documents (Cover Letter, Résumé, References) should appear on same type of paper
- Font is important - Arial, Times Roman, or Garamond are recommended
- Proof-read

Common Mistakes:

- Including materials not asked for by the organization such as copies of work, reference letters, etc.
- Spelling errors/typos
- Improper word usage
- Leaving out Computer Skills
- Including personal statistics and/or pictures
- The use of "I"
- Overselling and exaggerating



Academic and Educational Résumé Action Verbs:

achieve	contract	estimate	introduce	revamp
acquire	contribute	evaluate	invent	review
address	correct	examine	investigate	revise
analyze	create	explain	originate	revitalize
assess	cultivate	explore	perceive	solve
assist	define	extract	perform	stage
author	demonstrate	formalize	pinpoint	streamline
avail	design	formulate	pioneer	structure
build	determine	find	plan	study
calculate	develop	frame	present	survey
chart	devise	gather	produce	teach
co-author	diagram	generate	prove	test
collaborate	direct	identify	publish	translate
collect	discover	inform	purchase	tutor
compile	distribute	improve	refine	utilize
compute	document	improvise	reorganize	write
conceive	draft	innovate	report	
conceptualize	earn	inspire	replace	
conclude	edit	install	research	
condense	engineer	instruct	restore	
construct	enhance	interpret	restructure	

Résumé Building/Skill words:

Ability	Cooperative	Innovative	Proven
Academic	Creative	Knowledge	Qualified
Actively	Dedicated	Logical	Repeatedly
Adaptive	Dependable	Major	Resourceful
Administrative	Developing	Management	Responsible
Analytical	Effectiveness	Open-minded	Significant
Capability	Efficient	Performance	Specialist
Capable	Enlarging	Pertinent	Substantial
Competence	Equipped	Positive	Successful
Competent	Evident	Potential	Tactful
Complete	Executive	Preference	Technical
Completely	Experienced	Productive	Thorough
Consistent	Increasing	Proficient	Versatile
Contributions	Independent	Profitable	Vigorous

Résumé Types

Choosing a résumé style can be stressful the first time.

Remember to choose a style that represents you—your talents, abilities, and experience.

When to use a Functional Résumé:

FUNCTIONAL - (Focus on SKILLS)

- Desire to focus on transferable skills
- To downplay work gaps
- Reflect the type of work actually done
- Skills have been acquired through volunteer activities
- Re-entering the work force or changing careers
- New college graduate /entry level candidates without much work history



When to use a Chronological Résumé:

CHRONOLOGICAL- (Focus on JOB EXPERIENCE)

- If you have a clear job target
- The next job is the logical progression in your career
- Current job is in healthcare, finance, science, or the engineering field
- Time oriented and lists employment experiences in reverse order starting with most recent job
- Works well for prospective employees with continuous employment showing career progression in specific field

When to use a Combination Résumé:

COMBINATION (Highlight your SKILLS & JOB EXPERIENCES)

- Emphasizes skills and competencies; including dates of employment
- How the résumé is combined depends on specific experiences and career field
- Combines the best elements of the chronological and functional formats

FUNCTIONAL RÉSUMÉ EXAMPLE

Joe Teacher

3564 Somelittle Road
Anywhere, CA 91234
(555) 666-7777
myname@samplemail.com

OBJECTIVE:

To obtain a Social Science position at the secondary level at Gunnison High School.

EDUCATION:

Bachelor of Arts in History, Western State Colorado University (WSCU), Gunnison, CO May 2014
Secondary Education Licensure, State of Colorado

SUMMARY OF QUALIFICATIONS:

- Well-developed research and curriculum planning skills
- Background in technology supported curriculum
- Experience working with multi-cultural instruction
- Successful experience in providing emotional support to students
- Extensive practical hands-on experience working with parents
- Motivated and enthusiastic about developing positive relationships with students
- Fluent in Spanish
- Proficient in Microsoft Office Suite, Dreamweaver, ACT's Discover

RELATED TEACHING EXPERIENCE:

Student Teaching:

- Student Teacher—Grade 9, Gunnison High School, Gunnison, CO Jan.2013-May 2013

Teaching Assistant Positions:

- Grade 10, Crested Butte Community School, Crested Butte, CO Sept. 2012-Dec. 2012
- Grade 7, Gunnison Community School, Gunnison, CO Jan. 2012-May 2012

Academic Tutor:

- Grades 9-12, Gunnison High School, Gunnison, CO Sept. 2011-Dec. 2011

ADDITONAL EXPERIENCE:

Camp Counselor

- Camp for the Arts, Durango, CO May 2012-Aug. 2012

Academic Peer Advisor

- Residence Life, WSCU, Gunnison, CO Aug. 2011-May 2012

CAMPUS INVOLVEMENT:

Senator

- Student Government, WSCU, Gunnison, CO Aug. 2010-May 2011

Orientation Leader

- Campus Life, WSCU, Gunnison, CO May 2010-Jun. 2010

CHRONOLOGICAL RÉSUMÉ EXAMPLE

Mary Teach

2727 N. Colorado Avenue, Chicago, IL 60600 • 777.777.7777 • maryteach@email.com

Career Objective: To obtain a mathematics teaching position in Chicago.

Summary of Skills:

- Proficient with a variety of mathematics software: Derive, Logo, Geometer's Sketchpad, and Geometric Supposer.
- Conversational Spanish

Teaching Experience:

Student Teaching: Hubbard High School, Chicago, IL

Spring 2014

- Designed and implemented lesson plans for four classes: probability and statistics, college algebra, geometry, and math concepts.
- Restructured classroom policy to reflect my classroom management style of consensus-building.
- Motivated students by inviting speakers to class who discussed the relevance of math to their professional careers.

Teaching Assistant: Brown City (IN) Migrant Education Program

Summers 2007-2009

- Taught arithmetic, reading, and physical education to bilingual students.
- Provided basic computer instruction and utilized software for remedial education.

Related Experience:

Tutor, Logan Square Tutoring Project, Chicago, IL

Nov. 2007-Mar. 2008

- Instructed students in algebra and general math
- Introduced students to using graphing calculators

Interactive Field Experience, Evanston Township High School, Chicago, IL

Spring 2006

- Staffed math help center
- Introduced interactive math system to staff and students

Certification: Colorado Teacher Licensure

Expected July 2014

Education: Western State Colorado University, Gunnison, CO
Bachelor of Arts in Mathematics
3.75 GPA

Expected June 2014

COMBINATION RÉSUMÉ EXAMPLE

Hannah C. Tutor

Current Address:

Western State Colorado University, CPO 123, Gunnison, CO 81231
(970) 688-0000;hannah.tutor@western.edu

Permanent Address:

1800 Village Road, Little Town, USA 00000

Career Objective: Seeking secondary science teaching position in Colorado.

Education:

Bachelor of Arts

Western State Colorado University, Gunnison, CO
Biology with an emphasis in Environmental Biology and Ecology

Expected: August 2014

Secondary Teaching Licensure, State of Colorado

Expected: August 2014

Summary of Skills and Experience:

- Well-developed research and curriculum planning experience
- Designed, implemented, and presented fun and educational programs for nine campgrounds and two day use areas such as Friday Night Frog Hunts
- Skilled in presenting difficult conceptual material
- Gained knowledge of local flora and fauna, mountains, backcountry and camping safety, and Leave No Trace ethics
- Independently conducted environmental education through hikes, nature camps, classrooms
- Developed and planned the restoration of a highly degraded stream using natural stream design principles
- Sampled, identified, and analyzed macrobenthic invertebrates and diatoms of the Gunnison River
- Proficient using Microsoft Office Suite and FrontPage computer programs
- Fluent in French

Related Experience:

Student Teacher, Google High School
Google, WI

January 2014 – May 2014

- Grade 10, Biology

Teaching Assistant, Gunnison High School
Gunnison, CO

September 2012-December 2012

- Grade 9, Natural Science

Intern, America Reads Program, Gunnison Community School
Gunnison, CO

January 2012-May 2012

- Assisted with administration of program

Student Teaching Assistant, Western State Colorado University
Gunnison, CO
Introductory Computer Literacy Class

August 2011 – April 2011

REFERENCE PAGE EXAMPLE

Hannah C. Tutor

Current Address:

Western State Colorado University, CPO 123, Gunnison, CO 81231

(970) 688-0000;hannah.tutor@western.edu

Permanent Address:

1800 Village Road, Little Town, USA 00000

REFERENCES

Sample:

Name

Title

Business or School Name

City, State

Phone number

Email address

Dr. JJ Goody

Professor of Biology

Western State Colorado University

Gunnison, CO

970-943-0000

jgoody@western.edu

Caring Person

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Western Finest

Administrative Assistant

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