RESUME GUIDE
for Teaching

Your resume is a summary of your qualifications for a specific teaching job. The main goal of a resume is to generate interviews with schools. Use your resume to highlight your relevant skills and accomplishments.

To view additional job search information online, visit the Career Services website at www.sandiego.edu/careers and select *Resumes and Cover Letters* in the *Resources* section.

Make sure your voicemail greeting is professional.

Use an email address that conveys professionalism.

YOUR NAME
Address
Phone • Email

EDUCATION

University of San Diego — San Diego, CA
Credential — Expected date
Degree and Major — Expected graduation date
Include minor and study abroad
List overall and/or major grade point average if 3.0 or above
Be selective in listing academic honors

Increase visual impact through selective use of bold, underlining, and capitalization.

Feature your achievements from the most relevant experiences.

TEACHING EXPERIENCE

Student Teacher — Dates
SCHOOL — City, State

- Describe your achievements here, starting with active verbs.
- Make your descriptions energetic and relatively short.
- Present the most significant responsibilities first.

Show your flexibility and exposure to different grade levels.

Practicum Teacher — Dates
SCHOOL — City, State

- Bullet format is preferred by most educators.
- Focus on results, skills, leadership, initiative and teamwork.

Spell check and review your resume carefully for errors.

RELATED EXPERIENCE

Job Title — Dates of employment
ORGANIZATION — City, State

- Include related experience with youth, such as coaching or camp counseling.
- Rename this section if your previous experience is in areas outside youth work.

Focus on skills the employer is seeking.

SKILLS

Include foreign language skills.
Emphasize computer software programs.
Avoid listing general skills (like communication skills) but include skills specific to your field, like laboratory skills.

Limit your resume to one page. Use a common font like Arial or Times New Roman.

Activities and service provide a fuller picture of you as a candidate.

OTHER HEADINGS

Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:

ACTIVITIES
ATHLETICS
COMMUNITY SERVICE
LEADERSHIP
PROFESSIONAL ORGANIZATIONS

Resume Checklist

Employers may spend less than a minute evaluating your resume. They prefer resumes that are easy to read and created in a familiar format. Use the following guidelines as you create or edit your resume.

FORMAT

- **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** For student teachers and recent college graduates, use a one-page resume if possible.
- **Font:** Choose a basic, easy-to-read font such as Times New Roman, Arial or Helvetica in 10-12 point size. Use black font color.
- **Paper:** To print, use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Use matching paper for a cover letter.
- **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- **Reverse Chronological Order:** Present most recent information first.
- **Professionalism:** Eliminate all errors by using spell check first, and then by asking several other people to proofread.
- **Document Title:** Use your name in the document title when emailing your resume as an attachment. Example: Tom.Torero.doc

CONTENT

- **Image:** Decide what overall impression you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a teacher, or something else?
- **Style:** Start phrases with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Assisted, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Sold, Taught, Trained, Wrote.* See handout entitled "Resume Action Verbs" for more ideas.
- **Objective:** Using an objective is optional. If you include an objective, make it brief and specific to a particular job or career field.
- **Summary of Qualifications:** A candidate with significant experience in a career field may choose to start a resume with a brief overview of professional skills. This section is less appropriate for new college graduates.
- **Section Headings:** Group your experience to reflect your strengths. Common headings include:

EDUCATION	**LEADERSHIP EXPERIENCE**
EXPERIENCE	**COMMUNITY SERVICE**
SKILLS	**ATHLETICS**
ACTIVITIES	**PROFESSIONAL AFFILIATIONS**

- **High School:** Remove high school information by the end of your junior year of college.
- **References:** List your references on a separate page: see handout entitled "Reference Lists for the Job Search."
- **Cautions:** Never reveal confidential data on your resume such as your social security number or date of birth. Do not list a personal website if it includes any nonprofessional content.

MARIO S. TORERO

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Professional Objective

Elementary teaching position

Education

University of San Diego — San Diego, CA
Preliminary Multiple Subject Credential (2042) — Expected January 2014
Bachelor of Arts in Liberal Studies — May 2013
Concentration: Multicultural Studies — Grade Point Average: 3.2

Teaching Experience

Student Teacher — September - December 2013
Lafayette Elementary, Grade Five — San Diego, CA

- Designed and implemented lessons for whole class and small group activities in all content areas
- Prepared specialized units for social studies and science
- Created lessons for a balanced literacy program
- Planned activities to promote drug awareness, individual differences, and multiculturalism
- Participated in staff meetings, development days, open house, and parent-teacher conferences

Practicum Teacher — February - May 2013
Kate Sessions Elementary School, Grade Two — San Diego, CA
Reading and Writing Instruction

- Worked one-on-one with an emergent reader, focusing on phonemic awareness and various reading strategies
- Administered assessments, including a reading attitude inventory, concepts about print, running records, comprehension; gathered written samples for complete literacy file
- Planned and implemented small group lessons dealing with reading strategies

Practicum Teacher — September - December 2012
Pacific Beach Elementary School, Grade Three — San Diego, CA
Math, Science, Social Studies, and Art Instruction

- Developed a cross-curricular thematic unit that met grade level standards
- Assisted individuals, small groups, and whole class with daily work and large projects
- Worked with children of diverse cultural, ethnic, and socioeconomic backgrounds

Related Experience

Sudanese English Project — September - December 2011

- Tutored Sudanese refugees at elementary and junior high level with service-learning program
- Worked on-on-one with students on communication and reading skills through individual lesson plans and instruction

Karen D. Love Head Start — January - May 2011

- Interacted with preschool children during play time
- Conducted one-on-one computer instruction

Mission Valley YMCA — June - September 2010

- Supervised children ages three months to twelve years in a play environment
- Led small group story-time and art projects

Skills

- Conversational Spanish language skills
- Proficient in Microsoft and most educational software

SHAYNA S. TORERO

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EDUCATION

University of San Diego San Diego, CA
Single Subject Credential (Social Science), *January 2014*
B.A. History, *Cum Laude, May 2013*
Awarded Departmental Honors in History

TEACHING EXPERIENCE

Cathedral Catholic High School San Diego, CA
Social Science Student Teacher, August 2013-January 2014
Two sections of World Cultures (freshmen) and one section of U.S. History (juniors)

- Prepared daily, weekly, and unit lesson plans.
- Responsible for assessment and student progress.
- Created and administered original assessment tools.
- Developed classroom management skills.

Pt. Loma High School San Diego, CA
Literacy Practicum Teaching Experience, January-May 2013
One section of lower-division English and one section of lower-division writing (juniors)

- Assisted teacher with attendance, classroom management, and grading.
- Prepared and presented daily lesson plans.
- Worked one-on-one and with small groups of diverse students to develop literacy skills.

Marston Middle School San Diego, CA
Curriculum Methods Practicum Teaching Experience, September-December 2012
Two sections of World History (7th grade) and one section of U.S. History (8th grade)

- Delivered full-group instruction in subject areas and aided teacher in administrative duties.
- Developed curriculum and taught special unit on Islam.
- Created portfolio based on teaching experience.

COACHING EXPERIENCE

USD Women's Intercollegiate Basketball Team San Diego, CA
Administrative Aide, September 2013-March 2014

- Assisted with daily coaching duties, including practice schedule, meetings, and player development.
- Assisted with coordination of travel and community service events.
- Organized film exchange.

Girls Scouts of San Diego Basketball League San Diego, CA
League Director, 2013-2014

- Organized 16-team league; developed league rules and regulations.
- Coordinated practice and game times; assisted coaches in player development.

LEADERSHIP / ATHLETICS

USD Women's Intercollegiate Basketball Team, *2009-2013*
Team Captain (2012-2013)
West Coast Conference All-Academic Team (2011, 2013)
USD Scholar Athlete (2013)
USD Best Defensive Player (2013)

PROFESSIONAL AFFILIATIONS

California Council for the Social Studies (CCSS)
National Council for the Social Studies (NCSS)