



WESTERN STATE
COLORADO UNIVERSITY

CAREER SERVICES



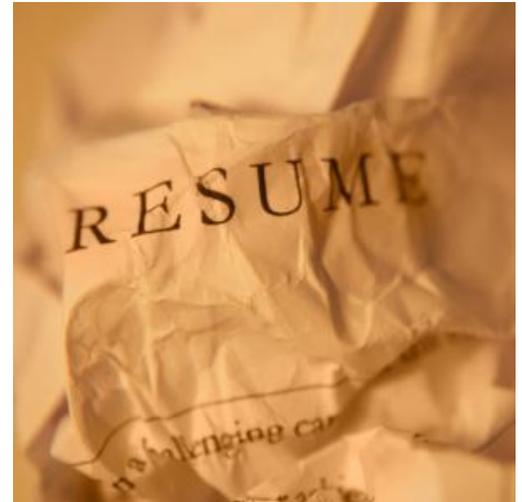
Teacher Education Résumé Writing

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

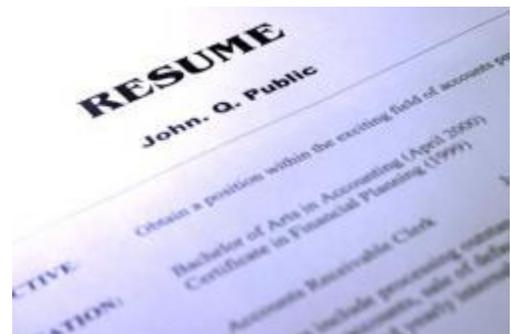
A brief statement telling the reader what type of position you are seeking.

- 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
 - Volunteer Experiences/Activities
 - Summary of Qualifications
 - Extracurricular Activities
 - Presentations/Workshops Presented
 - 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

Gunnison High School

Gunnison, CO

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cperson@gunnisonschools.net

Western Finest

Administrative Assistant

Western State Colorado University

Gunnison, CO

970-943-5555

wfinest@western.edu