Education Resume

A resume is an opportunity to showcase/sell your skills, experiences, and accomplishments to potential employers.

Sections a resume should include:

- Your contact information
- Student Teaching
- Education
- Other Experience
- Other optional sections

Other sections you may choose to include:

- Military Service
- Organizations/ Affiliations
- Certifications/Licensures
- Awards/Honors
- Technical skills
- Clinical/Fieldwork/Practicum
- Language Fluency
- Publications
- Computer Skills
- Volunteer Work
- Professional Development
- Research

Creating Your Resume Document

Consider using Optimal Resume! Optimal Resume is FREE to use as a student or an alumni. There are templates and tools that will help you get started. It is a great resource to use whether you are starting a resume for the first time, or if you are looking to spice up your current resume.

<u>Contact Information</u>

You are the focus of the resume, so your name should appear in large type – around 16-point font, with your contact information listed below it, which can be in a smaller sized font. You should include your address, phone number, and email address. Be sure your email address is professional; avoid anything "cute," or anything with an unprofessional tone. College students can include both a current address and permanent address on the resume, but both are not necessary; if both are used, one can be placed in each corner of the resume.

Education

Generally, the next section college students should include is Education (but as you gain more relevant experience in your field/industry, after the objective, include your experience, and then your education).

- List the current university at which you are pursuing your degree, the location, your major(s) and minor(s)
- Include your expected graduation, ex: Expected graduation: May 2015
- Include your GPA if above 3.0
- Example:

  Concordia University Wisconsin, Mequon, WI
  Bachelor of Arts, Anticipated graduation: May 2015
  K-12 Special Education, GPA: 3.75

- Include any other institutions you have attended and follow the same format
- **DO NOT** include high school in your education or activities from high school

Licensure

List the current teaching license that you have. Consider also adding your license number.

Example:

LICENSES CURRENTLY HELD

701 Broad Field Social Studies (Sociology/Psychology/History) 830 Emotional Behavioral Disability

Student Teaching

This is the most important section of your resume. Depending on the area of teaching you are going into, you will need to tailor your resume to the specific position. Always write your resume next to a job description if possible. If it is not possible, make your resume specific for the area you are wishing to work.

Examples:

Northern Ozaukee School District, *Fredonia, WI* 2015 to Present
Student Teacher - Grades 5 & 6, Reading/Language Arts, Grade 7 - Expert 21 (remedial reading/language)

- Instrumental in building programs and curricula to support the needs of a new and more diverse student population
- Function in three distinct roles within the educational community, K-12, GED, Special Education
- Emphasized design, development and leadership of unique instructional programs for individuals, small groups and entire classes.

Other Experience

In this section of your resume, it is important for you to include skills that you learned that you can transfer into your next occupation. It should include any work or other relevant experience that you have had such as full- or part-time jobs, internships, or clinical experiences. Each work experience should list the company name, location, dates of employment, job title, and bullet points of your responsibilities. Responsibilities should be listed in order of importance. For example:

Concordia University Wisconsin Career Services, Mequon, WI
Student Worker, September 2006 - May 2007

- Provided students with career exploration and on-campus resources
- Promoted career events
- Assisted students to utilize online job board
- Scheduled student appointments

When listing your duties, focus on what you accomplished, rather than on what you did. For example:

- **Not Good:** Worked on the accounting and audit system. This primarily focused on technology.
- **Good:** Achieved 70% reduction in turnaround time by technologically enabling the accounting and audit system.

Optional Sections

The next section or sections of your resume are up to you as an individual; if you have other significant information to include, include it in an additional section such as one of those listed on the first page of this document.

QUICK TIPS TO HELP YOU WRITE A RESUME THAT GETS NOTICED

- Remove sentences that begin "Responsibilities included…" That works for a job description, but not a resume. Instead, list accomplishments. People who read resumes want to know what you've done.

- When writing accomplishments, quantify them whenever possible. For example, "Increased sales 15%." "…resulting in savings of $40,000." "…doubling the number of customers." If you are not in a position to do this (and if you are you are a new/to-be grad you probably won't be), try something like "Improved student's comprehension of math concepts resulting in a grade increase from D to B by the end of the semester," or (and this is a slightly different approach) "Increased interoffice efficiency by developing a seamless communication process."

- Include only a few bullet points for each experience/position; at least three, but no more than six per position

- Tailor your resume to fit the job you want. If you are responding to an ad, and you have six of the eight key requirements, be sure your resume says so. Don't make the reader try to deduce what job you are applying for or how competent you are.

- Make sure there are no errors or spelling mistakes. Employers spend 30 seconds or less looking at resumes; if it has errors, it says to an employer you are not careful and that you will be the same way in your career. Since spell checkers don't catch everything, be sure to have someone else proofread your resume or take your resume to Career Services for proofing.

- When sending your resume via email or website upload, save and send it as a PDF. This will help with odd formatting happening when opened on the employers' side.

DO INCLUDE

- Your education – degree you've earned or are pursuing (and majors and minors)
- Your overall and/or major GPA if 3.0 or above (written as 3.0/4.0)
- Relevant coursework if you have limited experience in the field
- Your job-related accomplishments
- Field experiences and internships
- Action words to describe your accomplishments
- Activities, honors, awards and scholarships
- A skills summary; especially if you are changing career fields

DON'T INCLUDE

- Your social security number, photo or other personal information
- Your high school education or achievements
- Street addresses, zip codes, or phone numbers other than your own
- Exhaustive detail; a resume is for highlighting information
- Technical jargon unrelated to the field for which you're submitting your resume
- Abbreviations, particularly those unique to a particular organization
- Your references; have a separate reference page
- Personal pronouns such as I, my, mine, we, us, they

EDITING YOUR RESUME TO FIT

When you need more space to fit everything on one page:

- Reduce margins (no less than .5 inch margins)
- Reduce font sizes (no less than a 11-point font – try to keep your name and section headings at least 12 or 14 point font)
- Change font styles (Times Roman or Arial Narrow are fonts that take up smaller space per character)
- Change tabs so the tabbed lines starts further left (can be less than 5 spaces over – get to a 3 or 4 space tab)
- Put more information on each line (combine company name, job title, locations and dates on the same line or split into two lines and then use bolds and/or italics to distinguish job title and company name to have them still stand out; or list related course on one line; or list honors on one line; etc.) Try to avoid putting job descriptions in paragraphs or putting all club involvement on one line (too difficult to read to make distinguishable)
- Decrease the number of line spaces between headings (use only blank line space instead of two between each section of the resume- do not take out all blank line spaces; spacing is still important to make the resume appealing to the eye and easier to read)
- Change date or state format so they're shorter (use "02/05" vs. February 2005, use WI vs. "Wisconsin," etc.)
- Eliminate information that is too detailed
- Eliminate experiences that are least related or that involved the least amount of responsibility – only if there is other work experience to list that is more related, shows more responsibility, and/or is more recent
- Redesign your personal letterhead so it takes up less space – put more information per line so fewer line spaces are used (list address, city/state/zip, phone number and e-mail all on one line and then use bullet symbols to separate them so they're still easy to read)

When you need additional content to fill a page:

- Expand margins (no larger than 1 inch left and right/top and bottom)
- Increase font sizes (no larger than 12-point for body of resume; no more than 16-point for headings; no larger than 20-point for name/letterhead)
- Change font (Arial or Helvetica are examples of fonts that take up more space per character)
- Increase tab spacing (e.g. make tab spacing 6 to 8 spaces apart vs. 5 or fewer spaces)
- Put less information per line (list job title separate from company name; or, list degree separate from school name; etc.)
- Increase line spacing between headings and items within a section (no more than two blank line spaces between each section; no more than one blank line space between separate items under a heading within the same section; two to three line spaces between your letterhead and the first section heading of the resume)
- Change date and state formats to be longer
- List different items on separate lines (list company name on a separate line over job title)
- Check for missing sections (volunteer work; or, other unpaid work, including work for family members; or, foreign languages; or, travel abroad/international experience; etc.)
- Review descriptions for job duties and activity involvement – elaborate on the skills and accomplishments you gained in your experiences as needed
- Redesign letterhead to use up more space (put each item of contact information on a separate line, etc.

Frederick Falcon

12800 N. Lake Shore Dr. 2622434566
Mequon, WI 53097 sheila.kronberg@cuw.edu

Professional Summary

12 year elementary education professional with background in K-6 mathematics and social studies. Experience providing positive classroom environments and developing strong communication with parents and community.

Skills & Strengths

- **Gifted communicator** with proven ability to interact and form lasting relationships with, and gain trust of, colleagues, parents, and students at all levels.
- **Resourceful and innovative** in problem-solving; Able to troubleshoot and resolve disputes; Strong prioritization, delegation and planning skills. Public speaking, organizational, and communication skills
- **Instructional Leader –** Possess knowledge of effective pedagogy and teaching techniques including cooperative learning, co-teaching and inclusion, differentiation and skills for the 21st century learner.
- **Grading and Assessment –** Possess knowledge of quality assessment and how to match achievement targets to assessment methods.
- **Proficient** in Microsoft Office tools (Word, PowerPoint, Outlook, and Excel), SmartBoard, PeopleSoft, Wiki's and other web browsing technologies

Education

Concordia University Wisconsin, *Mequon, WI* 2000
M.Ed., Reading and Language Arts

Marian College, *Fond du Lac, WI* 1997
Bachelor of Science: Elementary Education, Grades 1-6 Minor (& licensure) Athletic Coaching

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Licenses Currently Held

701 Broad Field Social Studies (Sociology/Psychology/History) 830 Emotional Behavioral Disability

Professional Experience

Northern Ozaukee School District, *Fredonia, WI* 1997 to Present
Teacher - Grades 5 & 6, Reading/Language Arts, Grade 7 - Expert 21 (remedial reading/language)
Instrumental in building programs and curricula to support the needs of a new and more diverse student population. Function in three distinct roles within the educational community, each emphasizing design, development and leadership of unique instructional programs for individuals, small groups and entire classes.

- **ESOL (K-12) Teacher**. Direct student assessment, placement, curriculum development, instruction and administration of ESOL program at eight County schools.
- **Alternative Education/GED Teacher**. Teach General Educational Development class for at-risk students. Subject areas include Writing, Social Studies, Sciences, Literature and Mathematics.
- **Special Education Teacher**. Teach grade-level curricula for vocational school, alternative education and homebound students with learning disabilities and behavioral problems. Developed/taught study skills program to Vo-Tech students at the County's Science & Technology Center.

Professional Committee Participation

Teacher Framework, Supervision and Evaluation Committee – Participated in the development process of new framework for teachers, along with improvement of supervision and evaluation model for teachers.
Negotiations Team – Participated in district team working with teachers to develop contracts that were agreed upon through the collective bargaining process.
Nutrition Committee – Participated in district committee to design and put into action a food policy for our district and educate the faculty regarding the changes required to occur.
Graduation and Promotion Committee – Participated in district committee designed to construct the district graduation and promotion policy.
Data Retreat - Participated in school committee to examine state testing results and the impact of our curriculum alignment and student achievement.
Professional Development Council – Participated in district committee to design professional development for teachers and provide leadership to progress toward district and building goals.

Other Work Experience

Walt Disney World, Orlando, FL — Summer 2007

Greeter

- Assisted guests with directions and provided guidance on attractions.
- Achieved perfect attendance and was given the Outstanding Guest Care Award for July, 2007.

The Waltham Family, Grafton, WI — September 2007 – May 2010

Private Tutor

- Provide one-on-one tutoring for a special needs child. Assist with homework and test preparation. This child has gone from a D average to B+, and made the honor roll the last four semesters of tutoring.

Volunteer Activities

Jefferson County Relay for Life, *Organizer* — 2006, 2007, 2008
Las Cruces Little League, *Umpire* — 2008
Phi Kappa Tau National Fraternity, *Facilitator*
APU Alumni Association, *Fundraiser*