



Resumes and Cover Letters for Teachers

Your guide to getting hired

Along with a well written cover letter, your resume is a great marketing tool! The resume is one of the most important pieces in your job search process. It probably won't result in a job offer by itself; however, it can help open the door to interviewing opportunities.

Step One: Gather your raw material.

Before you begin writing your resume, put together a list of accomplishments, including your most significant achievements from work, volunteering, school, organizational memberships, professional development, multicultural/diversity experience, activities, travel, and other life experiences.

Brainstorm and write down everything that you feel may be relevant. Temporary headings can help you brainstorm. Following are some example categories to generate ideas and help you organize your information.

- Education (e.g. degrees, related coursework, special training)
- Certifications (e.g. CPR/1st Aid, teaching certifications)
- Teaching Related Experience (fieldwork, student teaching, Flagship, paid/unpaid, academic projects, service learning)
- Activities/Organizations (e.g. student organizations, professional associations, sororities/fraternities, sports teams)
- Honors (e.g. scholarships, academic achievements, sports awards)
- Volunteer (e.g. civic groups, hospitals)
- Additional Experience (e.g., paid/ unpaid, part/ full-time, internships, military)
- Career Related Skills (e.g., computer proficiency, foreign languages)
- Multicultural/Diversity Experience (e.g., travel, classroom experiences)

Gather documents related to your experiences, e.g., performance reviews, letters of appreciation, transcripts, records of workshops and conferences attended, job descriptions, previously completed job applications. This can be helpful now with your brainstorming, and later as a reference for details as you assemble your resume.

Step Two: Select the information you will use.

Evaluate, select, and discard your information until you have what you feel most positively represents your background relevant to the employer needs. Tailor your resume to best market yourself for the position. **Brevity** and **clarity** are crucial. Create the impression that while the paper document is good, the “best is yet to come” (in an interview). Your resume should not tell everything about you, but should include the highlights of your training and qualifications.

Reverse Chronological Resume Format

The typical format for teaching resumes is reverse chronological. This is the traditional style resume that lists your professional experience in reverse chronological order, starting with your most recent position.

Note! There are many different ways to write a resume, and there are many different opinions about what is good. Your resume should accurately reflect who you are—make it unique and own the resume!

Example Resume

Alicia Douglas

❖ 406-567-1234 ❖ alicia.douglas@email.net ❖ Missoula, MT ❖

EDUCATION

Bachelor of Arts in Elementary Education Graduation: May 20xx
University of Montana Missoula, MT
Concentration: **Human and Family Development**

CERTIFICATIONS

Montana Elementary Teaching Certificate K-8 Awarded: **June 20xx**
CPR/First Aid, Missoula, MT September Sept 20xx-Present

TEACHING EXPERIENCE

Student Teacher Feb 20xx-May 20xx
Hellgate Elementary School Missoula, MT

- Differentiated curriculum for twenty-two diverse 4th graders
- Initiated creative writing in all content areas to strengthen reading and writing skills
- Implemented Olweus Bullying Prevention Program (OBPP)
- Utilized effective individual and all classroom management techniques
- Assisted in re-evaluation of Individual Education Plans (IEP) including observation and parent conferences

Fieldwork Aug 20xx-Dec 20xx
Lowell Elementary School Missoula, MT

- Successfully motivated eighteen 2nd grade students by implementing an active learning environment and positive RTI classroom management strategies
- Planned and developed thematic units on *Indian Education for All*

Fieldwork Jan 20xx-May 20xx
Lowell Elementary School Missoula, MT

- Developed and implemented research project on classroom motivation techniques
- Assisted experienced classroom teacher with teaching and learning exercises

RELATED EXPERIENCE

Tutor Aug 20xx-Dec 20xx
Target Range Elementary-Youth Education Services Missoula, MT

- Taught 4th grade math in groups of up to seven students

Daycare Provider May 20xx-Aug 20xx
The Growing Tree Missoula, MT

- Supervised children from multicultural and varied socioeconomic backgrounds
- Designed and facilitated individualized learning activities

Rest Aide May 20xx-Aug 20xx
Hilltop Child Development Center Lawrence, KS

- Co-supervised 2nd-4th grade classroom and supervised playground and cafeteria
- Planned and led reading activities for children with special needs

ORGANIZATIONS/ACTIVITIES

Vice President, School of Education Student Organization 20xx-20xx

Member, National Education Association 20xx-Present

Member, Montana Education Association 20xx-Present

Action Words

(to be used in the bulleted descriptions of your experiences)

Accomplishments

Achieved
Completed
Expanded
Exceeded
Improved
Pioneered
Reduced (losses)
Resolved (issues)
Restored
Spearheaded
Succeeded
Surpassed
Transformed
Won

Communication /Persuasion

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Developed
Directed
Discussed
Dissuaded
Documented
Drafted
Edited
Educated
Elicited
Enlisted
Established
Explained
Expressed
Formulated

Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative

Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed

Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Financial/Data

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Helping

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management/ Leadership

Administered
Advised
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired

Considered
 Consolidated
 Contracted
 Controlled
 Converted
 Coordinated
 Counseled
 Decided
 Delegated
 Determined
 Developed
 Directed
 Disseminated
 Eliminated
 Emphasized
 Enforced
 Enhanced
 Ensured
 Established
 Examined
 Executed
 Explained
 Generated
 Governed
 Guided
 Handled
 Headed
 Hired
 Hosted
 Improved
 Incorporated
 Increased
 Influenced
 Initiated
 Inspected
 Inspired
 Instituted
 Instructed
 Integrated
 Launched
 Led
 Managed
 Merged
 Motivated
 Organized
 Originated
 Overhauled
 Oversaw
 Planned
 Presided
 Prioritized
 Produced
 Recommended
 Reorganized
 Replaced

Restored
 Reviewed
 Scheduled
 Secured
 Selected
 Streamlined
 Strengthened
 Supervised
 Terminated

Organization/ Detail

Approved
 Arranged
 Catalogued
 Categorized
 Charted
 Classified
 Coded
 Collected
 Compiled
 Corrected
 Corresponded
 Distributed
 Executed
 Filed
 Generated
 Implemented
 Incorporated
 Inspected
 Logged
 Maintained
 Monitored
 Obtained
 Operated
 Ordered
 Organized
 Prepared
 Processed
 Provided
 Purchased
 Recorded
 Registered
 Reserved
 Responded
 Reviewed
 Routed
 Scheduled
 Screened
 Set up
 Submitted
 Supplied
 Standardized
 Systemized

Updated
 Validated
 Verified

Research

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Detected
 Determined
 Diagnosed
 Evaluated
 Examined
 Experimented
 Explored
 Extracted
 Formulated
 Gathered
 Identified
 Inspected
 Interpreted
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized
 Researched
 Reviewed
 Searched
 Solved
 Summarized
 Surveyed
 Systemized
 Tested

Teaching

Adapted
 Advised
 Clarified
 Coached
 Communicated
 Conducted
 Coordinated
 Critiqued
 Developed
 Enabled
 Encouraged
 Evaluated
 Explained

Facilitated
 Focused
 Guided
 Individualized
 Informed
 Instilled
 Instructed
 Motivated
 Persuaded
 Set goals
 Simulated
 Stimulated
 Taught
 Tested
 Trained
 Transmitted
 Tutored

Technical

Adapted
 Applied
 Assembled
 Built
 Calculated
 Computed
 Conserved
 Constructed
 Converted
 Debugged
 Designed
 Determined
 Developed
 Engineered
 Fabricated
 Fortified
 Installed
 Maintained
 Operated
 Overhauled
 Printed
 Programmed
 Rectified
 Regulated
 Remodeled
 Repaired
 Replaced
 Restored
 Solved
 Specialized
 Standardized
 Studied
 Upgraded
 Utilized

Cover Letters

Your name
Your street address (optional)
Your city, state and zip code
Your phone number

Date you will mail letter

Name of contact person
Their street address or PO Box
Their city, state and zip code

Dear Ms., Mr. or Dr. _____: (If you cannot obtain a person's name, other options include "Greetings", "Dear Reader" or "Dear Personnel Director").

First Paragraph

Purpose: To grab the reader's attention and establish your interest in employment with that school!

- Provide an opening sentence which entices the reader to continue reading
- Name the job for which you are applying if you know of a specific vacancy with the school district, also tell how you learned of the position
- Mention the name of the person (if any) who referred you to the school
- Write about your knowledge of, and interest in the specific school to indicate your interest (and to illustrate that you took the time to research the school)

Second Paragraph

Purpose: Demonstrate your ability to add value to the school, and highlight your key strengths and abilities.

- Acknowledge the skills required for the teaching position in which you are interested.
- State the specific skills/strengths/experiences you are prepared to bring to the school. These skills should parallel those qualities needed to succeed in the teaching position you are applying for. Give examples of your skills and any related work experience (quantified results, accomplishments and achievements). Explain how these skills will transfer to the position for which you are applying.
- Try not to repeat the information on your resume, instead refer the reader to enclosed resume or application, elaborating on how you meet the qualifications. A cover letter should be complementary to the resume, but not redundant.

Final Paragraph

Purpose: Ensure follow-up action and extend your appreciation for being considered!

- Thank them sincerely for their time and consideration of your application.
- You can opt to end your letter with an active statement. For example "I look forward to hearing from you" or "I will be contacting you on Wednesday afternoon to confirm that you received my application materials."
- Make it easy for the person to contact you. Even though it is on your resume, you should list phone number(s), email, days, and times when you can most easily be reached.

Sincerely,

Type your name
Enclosures: Resume; Application

Sample Cover Letter

Alicia Douglas

❖ 406-567-1234 ❖ alicia.douglas@email.net ❖ Missoula, MT ❖

February 10, 20xx

Dr. Douglas Reisig, Superintendent
Hellgate Elementary School District
2385 Flynn Lane
Missoula, MT 59808

Dear Dr. Douglas Reisig and Mr. Chris Clevenger,

After completing my student teaching experience at Hellgate Elementary, I am pleased to submit my application for the 5th Grade teaching position posted on the University of Montana's Griz eRecruiting website. I am impressed with the number and variety of afterschool activities your district offers, especially the tutoring programs. The level of technology incorporated in your classrooms makes them stimulating environments for students to learn.

During the past several years, I have had opportunities to work with a wide variety of students in different environments. As a Student Teacher at Hellgate Elementary, I used technology daily such as the SmartBoard, document camera, videos, music, white boards, and maps. Through use of technology and altered organization, I improved my personal pace of the Read Well Curriculum as well as enhanced my overall timing in lessons. Implementing Universal Design for Learning (UDL) and differentiating my instruction allowed me to meet the needs of diverse learners. In addition, I was a volunteer Tutor at Target Range's Youth Education Services where I taught 4th grade math to groups of students after school.

My use of Response to Intervention (RTI) classroom management strategies has proven my ability to effectively maintain a safe learning environment. I monitored behaviors and academic performance while taking note of misbehaviors. I addressed issues and reported the information to the appropriate faculty and supporting staff. A safe classroom is vital to learning, and using the Olweus principles helped alleviate many issues identified by RTI. During my fieldwork at Lowell Elementary, my cooperating teacher provided valuable guidance when implementing RTI classroom management techniques. I also regularly employ Love and Logic techniques to classroom management. Asserting authority in a courteous manner and permitting students to choose how to take responsibility for their misbehaviors has proven an effective tool when managing a classroom.

The enclosed materials provide an overview of my background and qualifications. I would appreciate the opportunity to meet with you to explain my qualifications and how I can contribute to Hellgate Elementary School District. I can be easily reached at 406-567-1234 or alicia.douglas@umontana.edu. I look forward to hearing from you soon.

Sincerely,

Alicia Douglas