

TEACHING RESUME CHECKLIST

FIVE SECOND REVIEW: *Is your resume inviting or scary?*

- It is neat, clean and pleasing to the eye
- White space—not too much or too little
- Even margins—not too narrow or too wide
- It is on nice paper—white or neutral light shade

FIVE MINUTE REVIEW: *Does the information you included invite the reader to learn more?*

OVERALL:

- 1 inch margins on top, bottom and sides. Left and right margins can be $\frac{3}{4}$ inch at the smallest
- 11 to 12 point type—Arial or other sans serif type is clearest for smaller than 12 point
- Consistent headings, bold use, punctuation and spacing
- Typestyle is consistent and not mixed with another
- Format, your choice, but easy to read and consistent
- No errors or misspellings
- No artwork, fancy type or colored ink
- 1 page is not always the rule: sometimes more detail is good—make it relevant

HEADINGS:

- *Certification, Education and Relevant Teaching Experience* (or similar, in order)
- Other possible headings of: Honors, Awards, Affiliations, Key Qualifications, Multicultural Experience or Other Work Experience (Other headings that describe and market YOU!)

CONTENT:

- Begin with verb, present tense for now, or past tense (“I” is implied)
- Include information relevant to position that highlights skills you have
- Demonstrate proficiency with specific information
- Include information on areas of interest to school districts such as languages, diversity experience, flexibility, classroom management, use of assessment to inform instruction, Common Core and other standards, teamwork, and communication with parents, co-workers and students—use job announcement as guide
- Make it easy for the employer to see how you meet the specific job requirements/qualifications
- Describe your experience, skills and knowledge related to the job
- Include unpaid & paid volunteer, internship and classroom experiences
- Include details that make you stand out from other applicants
- Avoid using personal pronouns & eliminate articles (“a”, “an” & “the”)
- Avoid jargon & abbreviations (exception states) not commonly understood

Leslie May Mitchell

215 Stratford Court | Madison, AL 35856 | 256-482-32233 | Mitchell1@my.athens.edu

Objective

- To obtain a position as a Math Teacher in a Middle School or High School

Education

Athens State University, Athens, AL

May 2011-present

- Bachelor of Science in Mathematics with a minor in Education
- GPA 3.00, Expected graduation December 2012

Calhoun Community College, Decatur, AL

January 2009-
May 2010

- GPA 3.47

Certifications

Alabama Math, Science, & Technology Initiative (AMSTI)

Fall 2011

- Certified Preservice Teacher – Year 1, Algebra

Alabama Reading Initiative (ARI)

Summer 2011

- Content Literacy Training for Preservice Teachers 18 hours

Related Experience

Teacher Intern, West Limestone County Middle School

August-
October 2012

Currently teaching full days

- Teaching 8th grade Pre-Algebra to 5 class periods and 1 class period of Algebra 1A
- Implementing positive classroom management strategies
- Designing lessons that reflected a student centered approach and included many hands-on activities
- Incorporating special education students within inclusion setting
- Utilizing the promethium board to enhance lessons

Teacher Intern, West Limestone County Middle School

October 2012-
present

Completed 25 full days of teaching

- Taught 8th grade math to 5 different class periods
- Developed daily lesson plans and teaching materials
- Integrated the use of several foldables to enhance student learning
- Tutored students before, during and after school
- Encouraged student participation by creating a supportive and caring classroom environment
- Utilized technology by creating online tests

Other Experience

Specialty Automotive, Rome GA

October 2000-
March 2009

Customer Service Representative

- Provided quality customer service to auto insurance agents
- Answered agents billing and underwriting questions on their clients policies
- Processed changes and corrections to auto policies

Volunteer Experience

Habitat for Humanity and Morgan County Humane Society