

Résumé Writing

Guidance for Teachers

Strategies for convincing employers that you can do the job

The résumé is your primary marketing tool. Its purpose is to get you in front of the employer. As an increasing number of job seekers enter the *education field*, competition for the most desirable jobs will also increase. If you follow these three steps, you could be on your way to creating a résumé that will maximize your calls for job interviews.

Step 1: Research

The first step in preparing a winning résumé is research. After all, you're selling a product (you) to a buyer (the employer), so find out what the buyer wants. You probably have enough information about yourself to write a novel, but given the limited space on a résumé, you must highlight your strongest, most relevant qualifications.

If you're preparing yourself for a specific employer, visit its web site to learn about its services, goals, mission and corporate culture. Take notes about how you would fit in and add value to the operation. If you're *not* targeting a specific opportunity, search for teaching jobs on educational web sites like the National Education Association at <http://www.nea.org>. Review the job descriptions and requirements to learn about what's important to hiring managers. Once you have a clear idea of what employers want, you can start developing a compelling résumé.

Step 2: Write

Qualifications Summary – It is becoming common to provide a narrative statement at the beginning of a professional résumé to highlight your qualifications. This section is usually at the beginning of the résumé underneath your name and contact information. It can be called *Summary of Qualifications*, *Professional Qualifications*, *Profile Summary*, etc. Here's an example:

SUMMARY OF QUALIFICATIONS

- *Reading certifications in Pennsylvania and New Jersey*
- *Skilled at using Smart Boards and interactive Whiteboards*
- *Experience creating video content and digital images for classroom use*

Your Education – List education, training and licensure(s). Also, consider adding academic honors, scholarships, and extracurricular activities to this section if you choose not to place them under a separate heading. New graduates should place the *Education* section before the *Experience* section, while people who have worked after completing their degree may want to put their experience first. Many employers may weigh work experience more heavily. New graduates can also mention their degree in the qualifications section to highlight the credential (see sample résumé).

Related Experience – We recommend separating your teaching experience from other non-related work or volunteer experience sections. List your teaching experience in reverse chronological order *or* most recent first including internships and student teaching. Focus on highlighting accomplishments more than job duties, showing how you went above and beyond your responsibilities to help your employer or department. Emphasize your responsibilities and key contributions so employers can quickly grasp the depth and breadth of your experience. Include details such as:

OFFICE OF CAREER EDUCATION
BRIDGE FROM
COLLEGE
to Career Success



- Lesson plans developed and implemented (i.e. inclusive teaching, etc.)
- Advanced one-on-one student interactions (i.e. teaching in a cyber charter school)
- Technology and equipment you've mastered (i.e. Smartboards, Prezi, etc.)
- Contributions you've made toward the field of education (i.e. published research)
- Recognition you received for outstanding work performance
- Specific student success stories

Key Skills – Create a list of your relevant skills. Your résumé should include keywords related to teaching to ensure that this information is found in an electronic applicant search. Examples of keywords include job titles, degrees, certifications, professional organizations and areas of specialty (e.g. reading certified, English as a Second Language (ESL)). If a keyword has a widely used acronym, include both the abbreviated and spelled-out forms somewhere in your résumé since an employer may use either during a search.

Miscellaneous Headings – Other headings should depend on the value it may add to the industry. You might include published articles, public speaking engagements, technical skills, community activities, professional organizations and, for new graduates, honors and awards or extracurricular activities. Proficiency in foreign languages may also find its way onto your résumé, especially if you are seeking work in a labor market where a predominant number of people speak that language.

Step 3: Refine

Think of your résumé as a work in progress. Before distributing it, solicit feedback from academic advisors, career education counselors, colleagues and hiring managers to learn ways to improve your presentation. Keep in mind that everyone will have suggestions for improving your résumé, so decide what will work for you and make appropriate changes. When you're finished modifying your document, send it into the job marketplace. After taking the time to research, write and refine, you should have a résumé that generates calls for interviews.

Make an Appointment with the Office of Career Education

The Office of Career Education is located in the Knight Hall, Suite 100. To schedule an appointment to meet with a career educator go to <http://arcadia.joinhandshake.com/>. Be sure to go online at www.arcadia.edu/OCE to see other career resource handouts including cover letter writing, interviewing, job seeking, and more.

Source: Portions of this reference guide were adapted from *Three Steps to a Winning Résumé* by Kim Isaacs

Sample Teaching Résumé

Malia Knight

(304) 555-4321 • 775 East Orchid Street • Philadelphia, PA 19151 • mknight@gmail.com

SUMMARY OF QUALIFICATIONS

- Teaching certifications earned and held in Pennsylvania and New Jersey
- Skilled at using Smart Boards and Interactive Whiteboards
- Experience creating video content and digital images for classroom use
- Adept at developing Individualized Education Programs (IEPs)

EDUCATION

Bachelor's Degree in Early Elementary Education

Arcadia University, Glenside, PA

January 20XX

Associate's Degree in Mathematics

West Virginia University, Morgantown, WV

May 20XX

TEACHING & TECHNOLOGY COMPETENCIES

- Math – Investigations in Numbers, Data, and Space
- Reading – Read Naturally, Reading Mastery, and StoryTown
- Response to Intervention – Training and experience in Response to Intervention
- Science – Full Option Science Systems and Science Kit
- Technology – Clicker 5 training, IEP Online experience, and document camera

TEACHING EXPERIENCE

Student Teacher

Wyncote Elementary School, Wyncote, PA

June 20XX to Present

- Design and implement math, reading, writing and social skills lessons and programs
- Teach small groups, of varying skill levels, in resource room based on Common Core State Standards
- Assess students using Woodcock-Johnson and Brigance Inventory of Early Development
- Organize lesson adaptations and learning accommodations for students
- Coordinate 13 students' schedules to increase participation in general education setting
- Develop, write, and lead IEP meetings with parents and other professionals
- Create individual behavior plans with appropriate rewards and consequences
- Participate actively in faculty meetings, child-team meetings, and curriculum workshops

International Student Teacher

London National School | Ages 9-10 | Beijing, China

September 20XX – January 20XX

- Lived and taught in China through Global Student Teaching, thriving in a distinct cultural environment
- Adapted lessons to support learning needs of 12 English Language Learners a students with special needs
- Implemented efficient behavior management system, creating positive learning environment
- Planed, created and delivered lessons based on the Chinese National Curriculum Standards
- Incorporated technology into lessons with Interactive Whiteboard, PowerPoint, and Word
- Maintained open lines of communication with families via a weekly newsletter *Special Education Student*

ADDITIONAL EXPERIENCE

Adolescent Caregiver | Private Family, Charleston, WV

Summers 20XX, 20XX, & 20XX

- Educated and cared for a 13 year old girl with severe learning and physical disabilities
- Coordinated interactive activities to encourage child's learning and participation

Lifestyle Advisor | Ally Building Network, Charleston, WV

June 20XX – August 20XX

Office of Career Education □ Knight Hall Suite 100 □ 215-572-2939 □ careerhelp@arcadia.edu

Arcadia University and Arcadia University's Office of Career Education disclaim any liability for the recruiting, hiring, or employment practices of employers using Handshake or participating in recruiting events. Employer access to Handshake or recruiting events does not constitute an endorsement of that organization. Career Education is not involved in the actual transaction between employers and students/alumni.

- Developed on-campus activities devoted to community building and embracing
- Organized and facilitated workshops to identify stereotypes of race, gender, religion, and culture

Top 10 Qualities of a Great Teacher

A great teacher is one a student remembers and cherishes forever. Teachers have long-lasting impacts on the lives of their students and the greatest teachers inspire students toward greatness. To be successful, the qualities an educator should have include:

1. **An Engaging Personality and Teaching Style** – A great teacher is very engaging and holds the attention of students in all discussions.
2. **Clear Objectives for Lessons** – A great teacher establishes clear objectives for each lesson and works to meet those specific objectives during each class.
3. **Effective Discipline Skills** – A great teacher has effective discipline skills and can promote positive behaviors and change in the classroom.
4. **Excellent Classroom Management Skills** – A great teacher has excellent classroom management skills and can ensure positive student behavior, effective study and work habits, and an overall sense of respect in the classroom.
5. **Good Communication with Parents & Guardians** – A great teacher maintains open communication with parents and keeps them informed of what is going on in the classroom as far as curriculum, discipline, and other issues. They make themselves available for phone calls, meetings, and e-mail.
6. **High Expectations of Students** – A great teacher has high expectations of their learners and encourages everyone to always work at their best level.
7. **Competencies in Curriculum Planning and Standards** – A great teacher has thorough knowledge of the school's curriculum and other standards they must uphold in the classroom. They ensure their teaching meets those standards.
8. **Knowledge of Subject Matter** – This may seem obvious, but it is sometimes overlooked. A great teacher has incredible knowledge of and enthusiasm for the subject matter they are teaching. They are prepared to answer questions and keep the material interesting for the students.
9. **Passion for Children and Teaching** – A great teacher is passionate about teaching and working with children. They are excited about influencing students' lives and understand the impact they have.
10. **Strong Rapport with Students** – A great teacher develops a strong rapport with students and establishes trusting relationships.

Source: <http://teaching.org/resources/top-10-qualities-of-a-great-teacher>