



Guide to Resume Writing For Teacher Education Candidates



Western State College of Colorado
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Parts of a Resume



Below are the basic elements of a resume.

- Write or type up your personal information for each category
- Do not use a template resume on Word or Publisher (these formats make it difficult to change your resume)
- There are many types and styles of resumes.
 - 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 resume 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
 - Address and phone number where you can receive correspondence or message
- *In a transitional period?* List a current and a permanent address

Career 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

Licensure

- This can be listed in your Career Objective. However, it can also be listed under your education heading or as a separate heading. If pending, list date license will be received.

Education

- List most recent first. Only include higher education from which you have graduated. You may also list certifications in this section.
 - 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 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.

Related or Other Experience

- In this section, start with present or most recent position and work backwards.
- 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)

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)
- Include language skills

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 professional references
 - You need their name, company, title, address and phone number
 - Always ask your references permission before listing them

Other Headings or Section title

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 resume for the position
- Always include a Cover Letter & list of References
- Use Resume or Bond paper
- All three documents (Cover Letter, Resume, References) should appear on same type of paper
- Font is important
 - Arial, Times Roman, or Garamond
- 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

Resume Action Verbs:

Accelerated	Effected	Led	Reduced
Accomplished	Eliminated	Maintained	Reinforced
Achieved	Established	Managed	Reorganized
Adapted	Evaluated	Mastered	Revamped
Administered	Expanded	Motivated	Revised
Analyzed	Facilitated	Operated	Reviewed
Approved	Generated	Originated	Scheduled
Built	Guided	Organized	Simplified
Coordinated	Increased	Participated	Set up
Conducted	Influenced	Performed	Solved
Completed	Implemented	Planned	Structured
Created	Initiated	Pinpointed	Streamlined
Delegated	Instructed	Programmed	Supervised
Developed	Interpreted	Proposed	Taught
Demonstrated	Improved	Provided	Trained
Designed	Launched	Recommended	Translated
Directed	Lectured	Record	Utilized

Resume 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

Resume Styles

Choosing a resume 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 Resume:

FUNCTIONAL - (Focus on SKILLS)

- Desire to focus on transferable skills
- To downplay work gaps
- Reflect the type of work actually done
- Are changing careers
- 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 Resume:

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 their field

When to use a Combination Resume:

COMBINATION (Highlight your SKILLS & JOB EXPERIENCES)

- Emphasizes skills and competencies; including dates of employment
- How the resume is combined depends on specific experience and career field
- Combines the best elements of the chronological and functional formats

FUNCTIONAL RESUME

Linda Mowry

3564 Somelittle Road
Anywhere, CA 91234
(555) 666-7777
myname@samplemail.com

OBJECTIVE:

To obtain a Social Science position at the secondary level in Colorado.

EDUCATION:

Bachelor of Arts in History, Western State College, Gunnison, CO May 2002
Secondary Education Licensure, State of Colorado May 2002

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.2002-May 2002

Teaching Assistant Positions:

- Grade 10, Crested Butte Community School, Crested Butte, CO Sept. 2001-Dec. 2001
- Grade 7, Gunnison Community School, Gunnison, CO Jan. 2001-May 2001

Academic Tutor:

- Grades 9-12, Gunnison High School, Gunnison, CO Sept. 2000-Dec. 2000

ADDITONAL EXPERIENCE:

Camp Counselor

- Camp for the Arts, Durango, CO May 2001-Aug. 2001

Academic Peer Advisor

- Residence Life, Western State College, Gunnison, CO Aug. 2000-May 2001

CAMPUS INVOLVEMENT:

Senator

- Student Government, Western State College, Gunnison, CO Aug. 2000-May 2001

Orientation Leader

- Campus Life, Western State College, Gunnison, CO May. 2000-June 2000

CHRONOLOGICAL RESUME

Chris Lucas

2727 N. Colorado Avenue Chicago IL 60600 777.777.7777 clucas27@coolmail.com

Career Objective: To obtain a mathematics teaching position in Chicago, IL.

Summary of Skills:

- Proficient with a variety of mathematics software, including Derive, Logo, Geometer's Sketchpad, and Geometric Supposer.
- Conversational Spanish

Teaching Experience:

Student Teaching: Hubbard High School, Chicago Spring 2001

- 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 to enjoy their math more by inviting speakers to class who spoke about the relevance of math to their careers.

Teaching Assistant: Brown City (IN) Migrant Education Program Summers 1997-1999

- 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 1996-Mar 1997

- Instructed students in algebra and general math
- Introduced students to use of graphing calculator

Interactive Field Experience, Evanston Township High School Spring 1999

- Volunteered to staff math help center
- Introduced use of graphing calculator

Certification: Illinois Initial Secondary Certificate in Mathematics Expected July 2001

Education: University of Illinois at Chicago, Chicago, IL Expected June 2001
Bachelor of Arts in Teaching Secondary School Mathematics

COMBINATION RESUME

Hannah B. Nana

Western State College CPO XXXX
Gunnison, CO 81231
(555) 943-XXXX
(555) 888-XXXX cell
mynamehere@hotmail.com

Career Objective: Secondary Science teacher in Colorado.

Education:

Bachelors of Arts August 2006
Western State College of Colorado, Gunnison, CO
Biology with an emphasis in Environmental Biology and Ecology

Licensure in Secondary Science, State of Colorado August 2006

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 planed 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 and independently operate the following computer programs: Microsoft Office Suite, FrontPage
- Fluent in French

Related Experience:

Student Teacher, Google High School January 2006 – May 2006
Google, WI

- Grade 10, Biology

Teaching Assistant, Gunnison High School September 2005-December 2005
Gunnison, CO

- Grade 9, Natural Science

Intern, America Reads Program, Gunnison Community School January 2005-May 2005
Gunnison, CO

- Assisted with administration of program

Student Teaching Assistant, Western State College, CO August 2003 – April 2004
Gunnison, CO

- Introductory Computer Literacy Class

REFERENCES

Hannah B. Nana

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mynamehere@hotmail.com

REFERENCES

Sample:

Name

Title

Organization or Company

Address

Phone number

Email address

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Caring Person

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