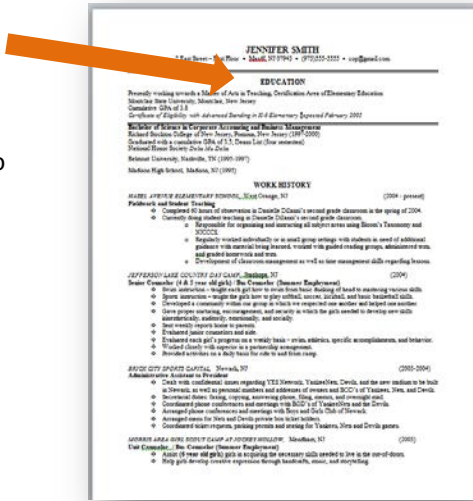


How to Word Certification Information on Your Resume

Teaching resumes have some things in common with all resumes in terms of do's and don'ts, but there are also some very important aspects of teaching resumes that may be different from other kinds of resumes. One part that is important to "get right" is certification. You want to show that you know what you are talking about as a newbie to the profession!

Location Location Location!

Education and certification should come first on your resume regardless of your age/experience because employers need to see up front what certification you hold. This can be a deal breaker – don't make them go hunting for it. Depending on how much you have for the education section, you may wish to combine education/certification in one section; that is up to you. Here are some sample heading formats:



Education and Certification	Education [content]	Education	Education/Certification
			Certification [content]

Education includes:

- Degrees received and/or expected
- Months/years of graduation
- Higher education institutions attended and their locations, beginning with the most recent
- You may also wish to include your major, minor, or overall GPA (or combo) IF your GPA is 3.0 or higher.

Here are a few sample formats:

Montclair State University, Montclair, NJ B.A. in English, May 2012 GPA: 3.5	9/2008 – 5/2012
Montclair State University, Montclair, NJ B.A. in Family and Child Studies with a Concentration in School and Community Settings, May 2012 Minor: Psychology	
Montclair State University, Montclair, NJ Master of Arts in Teaching, January 2013 GPA: 3.88	
University of Connecticut, Storrs, CT Bachelor of Arts in Psychology, May 2003	

Describing Your Certification

If you are completing a certification program in the Teacher Education Program, you will be receiving a Certificate of Eligibility with Advanced Standing (CEAS) from the State. May graduates can expect to receive their CEAS in late June. January graduates can expect to receive their certification in late February.

Below are some wording options depending on your certification status.

Prior to graduation:

Will qualify for NJ Certificate of Eligibility with Advanced Standing in English, January 2018

After graduation but prior to receiving certification in the mail (this is just a few weeks):

Qualified for NJ Certificate of Eligibility with Advanced Standing, Elementary Education, January 2018

After receiving your certification:

NJ Certificate of Eligibility with Advanced Standing, Social Studies, Issued February 2013

Here is an example of how to put it all together (in this case, the candidate is adding certification in K-6 on their own):

EDUCATION AND CERTIFICATION
<p>Montclair State University, Montclair, NJ Master of Arts in Teaching, January 2013 GPA: 3.88</p>
<p>University of Connecticut, Storrs, CT Bachelor of Arts in History, May 2003 Major GPA: 3.5</p>
<p>NJ Certificate of Eligibility with Advanced Standing, Social Studies, Issued February 2018 NJ Certificate of Eligibility with Advanced Standing, Teacher of Students with Disabilities, Issued February 2018 NJ Certificate of Eligibility with Advanced Standing, Elementary K-6, Expected March 2018</p>

MAT students, note that your MAT is not “in” a subject area – the subject is teaching. The certification section elucidates the certification area that you focused on in the MAT.

If you plan to apply for positions in NJ only, you can say CEAS instead of writing out Certificate of Eligibility with Advanced Standing since employers know this acronym:

EDUCATION AND CERTIFICATION
<p>Montclair State University, Montclair, NJ Master of Arts in Teaching, January 2013 GPA: 3.88</p>
<p>University of Connecticut, Storrs, CT Bachelor of Arts in History, May 2003 Major GPA: 3.5</p>
<p>NJ CEAS, Social Studies, Issued February 2018 NJ CEAS, Teacher of Students with Disabilities, Issued February 2018 NJ CEAS, Elementary K-6, Expected March 2018</p>

Wording your actual certification

Choose one of the following to describe your certification area:

<ul style="list-style-type: none"> • Elementary K-6 • Elementary School Teacher in Grades K-6 	<ul style="list-style-type: none"> • Teacher of English as a Second Language P-12 • English as a Second Language 	<ul style="list-style-type: none"> • Elementary School with Subject Matter Specialization: Mathematics in Grades 5-8 [or Social Studies, etc]
<ul style="list-style-type: none"> • Teacher of Art P-12 • Art 	<ul style="list-style-type: none"> • Teacher of Social Studies P-12 • Social Studies 	<ul style="list-style-type: none"> • Teacher of English P-12 • English
<ul style="list-style-type: none"> • Teacher of Italian P-12 • Italian 	<ul style="list-style-type: none"> • Teacher of French P-12 • French 	<ul style="list-style-type: none"> • Teacher of Spanish P-12 • Spanish
<ul style="list-style-type: none"> • Teacher of Physical Education P-12 • Physical Education <p>**For grad students doing PE only cert**</p>	<ul style="list-style-type: none"> • Teacher of Health P-12 • Health <p>**for health-only cert**</p>	<ul style="list-style-type: none"> • Teacher of Health and Physical Education P-12 • Health and Physical Education <p>**This is ONE certification not two, it is not dual cert, and Health is listed first**</p>
<ul style="list-style-type: none"> • Teacher of Mathematics P-12 • Mathematics 	<ul style="list-style-type: none"> • Teacher of Latin P-12 • Latin 	<ul style="list-style-type: none"> • Teacher of Dance P-12 • Dance
<ul style="list-style-type: none"> • Early Childhood P-3 • Preschool through Grade 3 	<ul style="list-style-type: none"> • Teacher of Biological Science P-12 • Biological Science 	<ul style="list-style-type: none"> • Teacher of Music P-12 • Music
<ul style="list-style-type: none"> • Teacher of Earth Science P-12 • Earth Science 	<ul style="list-style-type: none"> • Teacher of Physical Science P-12 • Physical Science 	<ul style="list-style-type: none"> • Teacher of Physics P-12 • Physics
<ul style="list-style-type: none"> • Teacher of Chemistry P-12 • Chemistry 	<ul style="list-style-type: none"> • Teacher of Students with Disabilities 	<ul style="list-style-type: none"> • Teacher of Psychology P-12 • Psychology