

# Guide to Perfecting your Teacher Education Resume

Career Services | College for Education and Engaged Learning

*To help you get started on creating a resume that makes you stand out from the competition, use this guide to answer any questions regarding appearance, content, or additional information.*

*Remember all information should be listed in reverse chronological order and do **not** use personal pronouns.*

## APPEARANCE

### Margins

- start with 1” margins and can decrease to .6” all sides

### Length:

- 1-2 pages depending upon experience

### Fonts:

- Types: Use fonts that have “Serifs” as they have shown to hold the reader’s attention longer - Times New Roman (preferred), Cambria, Garamond, Georgia
- Size: *Name:* Up to a 16 point font and **bold**  
*Body:* 11-12 point font

## IDENTIFICATION

- Name, Address (optional), Phone Number, *PROFESSIONAL* Email address, LinkedIn URL (optional)

## EDUCATION

- Include all institutions you have **received** a degree from (omit high school)
  - Majors, minors, certificates; indicate (expected) month and year of graduation; GPA is optional

## CERTIFICATION (ADD THIS DURING YOUR FINAL SEMESTER OF STUDENT TEACHING)

### **Prior to graduation**

Will qualify for NJ Certification of Eligibility with Advanced Standing in English, June 2024

### **After graduation but prior to receiving certification email**

Qualified for NJ Certification of Eligibility with Advanced Standing, Elementary Education, June 2024

### **After receiving your certification:**

NJ Certificate of Eligibility with Advanced Standing, Social Studies, June 2024

## *Experience section - separate your experience into different headings*

### TEACHING EXPERIENCE

- Student Teacher Intern - highlight all aspects of experience and focus on accomplishments since employers will focus on this section of your resume the most (be detailed and dynamic - think of this section as your showstopper!)
- Fieldwork

### OTHER RELATED EXPERIENCE

- *Any* experiences you have with children: tutor, swim instructor, camp counselor, childcare provider (babysitting), day care, nursery, etc. - Highlight soft skills related to teaching.

### WORK EXPERIENCE

- Include jobs you have held throughout your college experience or jobs you have held for an extended period of time. Not all jobs need to be included so be selective. Any managerial/leadership roles should be included.
- Create bullet points that exhibit the **skills** you have **accomplished** in that role that are related to becoming a teacher. Choose highlights instead of listing all job duties; omit technical details unrelated to teaching.  
*Possible skills to include:* training, conflict resolution, public speaking, calm under pressure, thinking on your feet

## SKILLS (This section can encompass skills such as computer skills, language skills, and/or certifications you may hold)

Technology: Microsoft products such as Word, PowerPoint, Excel; Mac OS software; Smart Board; Blackboard; Google classroom, interactive learning technologies, any databases you have used

Social Media: Instagram, Facebook, Twitter (only include if it is relevant to the position)

Language: specify the language and whether or not you can read, write, or speak it

Other Certifications: CPR certified, First Aid certified, etc. [All CERTIFICATIONS listed should be current]

## OPTIONAL HEADINGS/ CATEGORIES

### Volunteer:

Assist with clubs on campus? Participate in walkathons and/or fundraisers? Volunteer at a hospital? Organize a food or clothing drive?

### Professional Organizations:

Include any organizations you belong to

### Professional Development:

Include any workshops or conferences you have attended related to teaching

### Activities:

Are you a member of any clubs on campus? Do you play or coach any sports?

### Honors and Awards:

Include any academic, community, or athletic awards/honors you have received

### Leadership:

Have you held any leadership positions? Were you a team captain or coach any sports? Were you a committee chair?

**NOTE: Choose the title for your headings that most *clearly and accurately* showcases your experiences. For example-- you can group together Related Experience rather than separating the categories into Related Teaching Experience and Other Related Experience. BE CREATIVE!**

<u>RESUME DO'S</u>	<u>RESUME DON'TS</u>
Be consistent in format and content	Do <i>not</i> use resume templates
Be honest and positive	Do <i>not</i> abbreviate
Make it easy to read and follow	Do <i>not</i> number or letter categories
Headings should be listed in order of importance	Do <i>not</i> use personal pronouns
For emphasis, use spacing, underlining, bold and capitalization	Do <i>not</i> include age or sex
When posting information within the headings, list in reverse chronological order	Do <i>not</i> list references or salary recommendations on resume
Relate accomplishments to employer's needs by referring to job description	Do <i>not</i> give reasons for leaving another job
Make good use of white space	Do <i>not</i> offer negative information
Tailor resume to the specific position you are applying for	Do <i>not</i> use slang or colloquialisms