

Resume Guide For Education Majors

Northland College Career Education Center

For More Information Contact:

Heather Rickerl

Associate Director of Student Activities & Leadership

Pronouns: she/her/hers

hrickerl@northland.edu

Resume Guide For Education Majors




The process of writing a resume is excellent preparation for your internship and job search. It encourages you to review your accomplishments and identify experiences that are relevant to your targets. If effective, your resume is a tool to help you obtain an interview. You need to bring forth your strengths, skills, and accomplishments, to interest an employer to want to meet you via phone, skype or best case, in person.

The challenge of a resume is to best communicate why you are the most competitive candidate, and best fit for the school system. If your resume is similar to your competitors, it is more likely to be passed over. Your resume needs to bring forth your strengths, and most importantly, how you can make a positive contribution to the school system. Make sure to have your drafts reviewed at the Career Education Center and also ask a professional in the teaching profession to critique it and share their feedback with you.

For more information:

my.northland.edu/careers

 Northland College Career Education Center

 Northland College Alumni and Student Network

How to Get Started!

Some Basic Guidelines

- Tailor your resume for each education position by including the most relevant information and experiences toward the top of your resume.
- Two page resumes are acceptable, as there are a number of requirements and experiences education students need to document on their resume.
- Describe your accomplishments positively and accurately using action verbs to describe your responsibilities. Use quantities, amounts, percentages, and dollar values to enhance the description, whenever possible.
- Use relevant teaching language such as cooperative learning, team teaching, and collaboration, when appropriate.
- Include all certifications: teaching certifications, CPR/First-Aid and other applicable certifications on your resume.
- Use the Wisconsin Teaching Standards as a reference, even if you will not be teaching in Wisconsin.
- Experiences in technology, diverse classroom settings, working with students with disabilities, etc., are important in all states, not just Wisconsin. The Wisconsin Teaching Standards can be retrieved by visiting <http://tepd.dpi.wi.gov/resources/wisconsin-educator-standards>
- Go beyond your work experience and include the many transferable experiences and skills that have been developed through internships, volunteer positions, involvement in student and professional organizations, capstones, student research and class projects.
- **ALWAYS** send a neatly typed cover letter to accompany your resume, along with a reference page.
- Once you have finalized your resume, complete the process by adding professionalism to the final format. Use a good laser printer and high quality resume paper, that can be obtained from the Career Education Center.
- Make absolute sure your resume and cover letter are free of typing and grammatical errors. School districts cite this as the first reason they eliminate applicants. Have multiple people proofread before submitting.
- When sending your resume via email, look carefully for directions from the school district. If you are unsure how to send your resume, note in your email that you have sent it in a few different formats for them to open as they prefer such as PDF, MS Word, or embedded in the email.



Develop a rough draft. If you want to see additional examples of resumes, visit the Career Resource Area on the Second Floor of the Ponzio Campus Center. Concentrate on strengths, accomplishments and skills. Never use "I" statements - begin phrases with action verbs. Edit and type the rough draft. Avoid using templates because they are not original – your resume will look like everyone else's and you won't be able to customize it easily to your formatting needs.

Have multiple people critique your resume. Consider having someone that works in education review your resume. Have them look for the following:

- Honesty
- Overall Appearance
- Length
- Action Orientation
- Specificity
- Completeness
- Effectiveness

Need someone to look over your resume? Make an appointment with :

Career Education Office
Patti Fenner-Leino
careers@northland.edu
715.682.1230
PCC #225

Name Block:

You want your name to clearly stand out; to do so use a larger, bolded font. Your address should not contain

abbreviations. Provide a phone number where you have a professional sounding voice mail. Add an email address if you check it frequently and it is professional, not “partygirl@hotmail.com,” and a LinkedIn address if it is up-to-date.

Employment/Career Objective:

An employment objective should be stated only if you know the exact title of the position for which you are applying. The objective is an optional part of your resume, however, it should be clearly stated in your cover letter.

Education:

You are only required to list the institution from which you will receive a degree or your certification. To properly document your degree or certification, state the name of the institution, degree/certification earned, field of study, and when received, using M/Y—M/Y or Y—Y formatting. If you are worried about age discrimination, do not list your date of graduation. When appropriate, include other post-secondary institutions and degrees received, if applicable. Upon entering college it is appropriate to omit your high school diploma. Only list your high school degree if you are applying for a position at the same high school.

Scholastic Honors/Recognition:

Let the employer know of any scholarships, awards or recognition you may have received (such as Honor Society, Dean’s List, etc.), by listing the name, and when received using M/Y—M/Y or Y—Y formatting. Always show most recent information to least recent information.

Licenses/Certifications:

One of the differences between resumes for teaching and other professions is often times teachers have certifications in multiple areas. It is important to include all relevant certifications on your resume so school districts can review a complete list of areas and subjects you are qualified to teach.

Professional Development:

Documenting your professional development is an opportunity to highlight any workshops, conferences, and training that you participated in, that furthered your professional development and learning. Include the name of the experience and when you participated, using M/Y—M/Y or Y—Y formatting.

Professional Memberships:

List organizational memberships related to your career goals and show professional standings. Generally, it is advisable to **not** mention any involvement with a specific religious or political affiliation or other potentially controversial groups unless they directly relate to the position that you are seeking.

Professional Experience:

Since the school district will read your resume from top to bottom, it is best to highlight your most relevant

experience(s) first, followed by your other experiences. A sub-category such as **Instruction/Coordination** needs to be presented first, in this area of your resume. **Classroom observation and pre-student teaching are considered relevant teaching experiences to be documented on your resume. Also include all experiences you have working with young people. For example: tutoring, daycare, summer recreation, camp counselor, etc.** Make sure to arrange your teaching experiences in order of chronology (most recent to least recent) and importance, based on the specific positions for which you are applying.

Include diverse work experience (paid, volunteer and internships) under a different sub-category such as **Communication, Field Experience**, etc. depending on the actual experiences.

Resume example

Julia A. Smith

Smithj01@myemail.northland.edu • 1411 Ellis Avenue Ashland, WI 54806 • (715) 682 - 1111

EDUCATION

Bachelor of Science - Northland College, Ashland, WI

Major: Elementary Education

Minor:

GPA: 3.6 / 4.0

Anticipated graduation: 5/2015

SCHOLASTIC HONORS

Dean's List - 12/2010 - 4/2015

CERTIFICATIONS

Name/numerical representation of Wisconsin License— 6/2015

PROFESSIONAL EXPERIENCE

Instruction/Collaboration

Student Teacher, Washburn Elementary School, Washburn, WI; 01/2015 - 6/2015

- Teach grades 3 and 5 in all subject areas; assist in curriculum development
- Prepare learning objectives for various subjects; also prepare, administer, and correct tests
- Organized and oversaw a 5th grade field trip to the Madeline Island Historical Museum
- Developed an experiential unit that incorporates math, social studies, and reading to care for a classroom pet
- Tutor individual students in reading and math; adapted lessons and delivery of content to address the needs of diverse learners, including students with learning disabilities

Classroom Observation, Ashland Elementary School, Ashland, WI; 09/2013 - 12/

- Observed 100 hours in kindergarten, first, and second grade classrooms and participated in diverse classroom experiences
 - Taught mini-lessons in math, reading, social studies, and phonics in groups ranging from 15—25 students
 - Planned and implemented creative literacy experience surrounding a storyboard **Director / Instructor**, Children's Theatre Company, Ashland WI; 9/2014-12/2014
 - Directed a cast of twenty-five 3rd to 8th grade students in a drama production
 - Taught drama and backstage production skills; mentored students and assisted with the planning and implementation of fund-raising opportunities
- Camp Counselor**, Northwind Girl Scout Camp, Hayward, WI; May 2014 - August 2014

- Led groups of 10-12 Girl Scouts on week-long overnight biking, hiking, and boating trips
- Taught specific skills necessary for each trip, including leave-no-trace camping ethics, as well as outdoor cooking skills
- Led various educational experiences including educational/nature-based games, creating art in nature, and teambuilding activities

Communication/Coordination

Student Assistant for the Education Department, Northland College, Ashland, WI;

8/13 - 12/13

- Performed a variety of clerical and administrative responsibilities including filing documents, writing informational packets, and organizing student folders
 - Handled student records in confidential and professional manner
- Co-organizer of Kid's Day at the Zoo**, Lake Superior Zoo, Duluth, MN; 7/13
- Organized and delivered an educational/social activity day for 25 children in grades 1-3
 - Facilitated activities which included face painting, feeding animals, petting animals, and completing a "passport" for viewing various animals
 - Developed and executed a marketing plan to include zoo officials, the local me-

This is just one resume example; many more can be found in the Career Education Center on the 2nd Floor of the Ponzio Campus Center.

Design Reminders:

- Do not include graphics, clip art, scanned images, or borders on any of your application materials. These features may distract the reader from your serious qualifications
- Utilize fonts such as Arial, Comic Sans, Times New Roman, Century Schoolbook, and Book Antiqua are popular and easy to read fonts.
- The font you select for your name should also be used for each subject heading. For greater emphasis, increase the font size for your name and subject headings. Detailed descriptions of each job you held can be written with a smaller font, but no smaller than 10 points, if you need to conserve space.
- Bold typeface can be used to emphasize your name, section headings, job titles, and other features. Be consistent. If one job title is typed in boldface, then the same style must be applied to all job titles.
 - Choose dignified bullets such as circles, squares and diamonds. Checkmarks, pointing hands, and pencils are too informal.

Suggested resume headings

Most individuals are surprised to learn that there are *many different* ways to organize the information you include on a resume. Ideally, your resume should be organized to highlight relevant teaching experiences and activities. Below is a sampling of appropriate resume headings.

Objective:

- Objective
- Professional Objective

Qualification & Accomplishments:

- Areas of Knowledge
- Areas of Expertise
- Computer Skills
- Language Skills
- Background Highlights
- Career Highlights
- Professional Skills
- Summary of Qualifications
- Experience Summary
- Experience Highlights
- Achievements
- Career Achievements

Education:

- Education
- Educational Background
- Educational Preparation
- Educational Highlights
- Course Highlights
- International Study
- Senior Research or Capstone

Awards & Honors:

- Honors and Distinctions
- Special Honors
- College Distinctions
- Scholarships

Relevant Experience:

- Teaching Experience
- Early Childhood Experience
- Child Care Experience
- Elementary Education Experience
- Secondary Education Experience
- Research Experience
- Employment History
- Work History
- Volunteer Experience
- Leadership
- Military Experience

Writing effective skill phrases

Effective Skill Phrases may be the most important part of your resume. There are several different formats for writing them, but we recommend that skill phrases:

- 1.) Begin with an action verb
- 2.) Highlight a specific and unique skill or experience

Different Versions of Skills Statements

Fair:

- Tutored students in chemistry
- Created lesson plans
- Worked with many different students

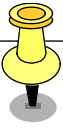
Stronger:

- Tutored 12 students in basic concepts associated with chemistry
- Created original lesson plans surrounding the book "The Giver"
- Worked with diverse students from St. Paul, MN

Strongest:

- Tutored 12 high school seniors in concepts associated with chemistry including the calculation of molar mass, Boyle's Law and the different states of matter
- Created constructivist lesson plans that utilized cooperative learning to discuss concepts in Lois Lowry's book, "The Giver" and related it to the importance of rules in society
- Worked individually with 36 students of varying ethnic backgrounds from Arlington High School in St. Paul including 14 recent immigrants to help them successfully pass the Minnesota Basic Standards test

Resume Checklist



After you develop a first draft, review your resume with this checklist. Then, when you've made your corrections, send a copy of your resume as a word document via email to the Career Education Center, for additional feedback. You can expect to receive feedback and a response within 48 hours.

Appearance

- Is inviting and easy to read; doesn't look crowded; includes plenty of white space
- Creates visual impact with moderate use of bullets, boldface, underlining, italics, font size
- Is printed on very light colored (white, cream, beige, or very light grey), high quality paper

Organization and Format

- Presents strongest qualifications first
- Highlights experiences and skills through headings and subheadings
- Is kept to an appropriate length—generally 1-2 pages plus reference sheet
- Uses consistent style of presenting dates, job titles, descriptions, locations, etc., throughout the document

Writing Style

- Begins incomplete sentences or phrases with powerful action words
- Includes words that are important to employer (borrow key words from job ad or description)
- Uses brief, succinct language in active rather than passive voice
- Reads smoothly without awkward phrases (Hint: Have a friend read it aloud to you; if he or she stumbles on a phrase, the employer probably will too.)
- Is absolutely free from grammatical, spelling, punctuation, usage, and typographical errors

References

- Are attached in a separate list of 3-5 people including all contact information
- Include only people who have provided their permission and who will provide an excellent reference on your behalf
- Are presented on a sheet that is formatted like your resume to create a set of documents with a professional look

**Do not staple your resume.
Print on quality paper, single sided.
See the Career Education Center for quality resume paper choices.**