



PREPARING YOUR RESUME FOR TEACHERS

Why Develop a Resume?

The purpose of your resume is to introduce you to prospective employers. While its end purpose is to get you a job, your objective with your resume is to obtain an interview. Since your resume is your personal marketing tool, it is critical that your resume be arranged and well organized in an attractive manner in order to draw attention of a busy employer.

What Form Should My Resume Take?

Since each resume reflects an individual's personal experience, there is no single correct resume format. The chronological resume format is the most common type of resume; it is the one many employers expect. Jobs, experiences and education are listed in chronological order, starting with the most recent. Sample resumes included in this guide are an example of this type. Combination and functional skills resumes may also be used, and examples of these approaches can be found at the Office of Career Services.

Developing Your Resume

1. Information Gathering

The most fundamental step in the resume writing process is to assemble a variety of information about yourself from which you will select the information most likely to interest a prospective employer. This personal inventory would include:

- Your educational background
- Your experience (both paid and internships)
- Your interests and activities

2. Compose and Edit

Decide which parts of your resume are most relevant to the position for which you are applying.

- Draft each of the major components (see major resume components section for guidelines)
- Write skills phrases: to keep a resume clear and concise, you should include short, descriptive statements to describe activities, honors and responsibilities in which you have participated. These statements should begin with action verbs (see Action Verbs section) as in the following examples:
 - Analyzed department expenditures and forecasted future needs
 - Supervised staff to provide effective support to department personnel
 - Maintained inventory control
- Edit and refine your language
 - Use past tense and active verbs in your descriptions
 - Avoid full sentences and using the word "I"
 - Highlight accomplishments

3. Production

- **Proofread carefully before printing!**
- Print your resume from a letter-quality printer
- Make several copies of your resume
- Use a quality bond paper, white or lightly colored (all job search correspondence should be done using the same paper)

Major Resume Components

The following are headings commonly found on resumes. Include only those sections that are appropriate for you.

- **Name, Address, telephone** (cell phone) and email
If you are living on campus, include your current and permanent address and use a telephone number where you can be easily reached. If you have an answering machine or voicemail, unusual or inappropriate greetings should be changed.
- **Objective** (or Objective Statement)
The objective is a concise statement of exactly what you want to pursue. It is better not to include an objective at all than to use one that is too broad.
- **Education**
Emphasize the highest level you have achieved. Include other training or activities, which are pertinent to your objective. If your GPA is at or above a 3.0, include it, as well as terms abroad, language skills, or other specialized expertise.
- **Work or Relevant Experience**
This is the longest and most significant part of your resume. This section should include both paid and unpaid work and should reflect skills that are desired for the position you are seeking.
- **Campus activities and volunteer work**
You can reveal additional transferable skills (i.e. leadership or supervisory qualities, budget responsibilities and program development) listing and describing your campus activities, leadership and volunteer work
- **Relevant Skills**
This is an optional section in which you may list or describe special skills, which are applicable to the type of position sought. These could include computer languages, laboratory skills, artistic skills or foreign languages.
- **Honors and awards**
This could be a sub-category under education, or its own category. You may mention the dean's list, academic honors, prizes for leadership or other achievements, which demonstrate academic achievement or special abilities.
- **Publications**
Lists the articles, books, or manuscripts which you have had published, and identify your publisher or journal
- **Interests or other facts**
The optional category can be used to provide an employer a more complete picture of you and your background. Personal interests such as marathon running, restoring automobiles, or playing an instrument have helped students establish a common interest with certain employers.
- **References**
Your references are individuals whom you choose who can speak knowledgeably on your behalf for employment. Select them carefully and well in advance of beginning your employment search.
- **Portfolio or audition materials**
When appropriate, you may also have a portfolio. Your portfolio may include slides or paintings, sculptures (several views), fly work and drawings, and should be indicated "available upon request". A listing of exhibitions would also be helpful if these are not already on your resume. Audition material may include video tapes, CD's, DVD's, writing samples (e.g. scripts, news copy) and should also be indicated as "available upon request."

Resources to Help You

Office of Career Services staff: appointments can be made to review a draft of your resume, or you can come by during the drop-in hours from 2:00 – 5:00 p.m., Monday through Friday.

There are several resume books that are available for checkout in the career library located at the Office of Career Services.

Action Verbs

Management Skills

Administered
Advanced
Analyzed
Assigned
Attained
Chaired
Conducted
Contracted
Contributed
Consolidated
Coordinated
Delegated
Directed
Diversified
Eliminated
Evaluated
Executed
Headed-up
Honed
Improved
Increased
Launched
Organized
Oversaw
Placed
Planned
Prioritized
Produced
Proposed
Ran
Recommended
Regulated
Restructured
Regulated
Restructured
Reviewed
Scheduled
Scheduled
Streamlined
Strengthened
Supervised
Trimmed
Verified
Won

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Controlled
Corresponded
Delivered
Directed

Distinguished
Drafted
Edited
Enlisted
Focused
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spearheaded
Spoke
Suggested
Translated
Wrote

Research Skills

Clarified
Collected
Criticized
Diagnosed
Evaluated
Examined
Gathered
Identified
Innovated
Inspected
Interpreted
Interviewed
Investigated
Organized
Pioneered
Proved
Restored
Reviewed
Selected
Set
Structured
Summarized
Surveyed
Systematized
Transformed
Uncovered

Technical Skills

Assembled
Automated
Built

Calculated
Computed
Contained
Cut
Designed
Devised
Engineered
Extracted
Fabricated
Installed
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Reversed
Simplified
Skilled
Solidified
Solved
Trained
Upgraded
Widened
Worked

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Indoctrinated
Informed
Initiated
Instructed
Orchestrated
Persuaded
Stimulated
Taught

Financial Skills

Achieved
Administered
Allocated
Analyzed
Appraised
Audited

Balanced
Budgeted
Calculated
Computed
Decreased
Developed
Earned
Ensured
Expanded
Forecast
Grossed
Managed
Marketed
Maximized
Netted
Planned
Projected
Qualified
Reduced
Researched
Tracked

Creative Skills

Acted
Composed
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Played
Presented
Published
Revitalized
Shaped
Started
Traveled

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated

Diagnosed
Educated
Expedited
Facilitated
Familiarized
Guided
Joined
Led
Participated
Provided
Referred
Rehabilitated
Represented
Schooled

Clerical or Detail Skills

Accomplished
Approved
Arranged
Catalogued
Classified
Collected
Compiled
Completed
Dispatched
Executed
Found
Generated
Handled
Implemented
Indexed
Inspected
Kept
Located
Monitored
Opened
Operated
Organized
Prepared
Processed
Purchased
Received
Recorded
Retrieved
Revised
Saved
Screened
Specified
Systematized
Tabulated
Updated
Validated

Source: The Good
Resume Guide, Yana
Parker

Jennifer C. Thomas

44 E. 33rd St.
Holland, MI 49423

Include a non-Hope email address

616-355-2222
jt@yahoo.com

PROFESSIONAL OBJECTIVE

Seeking a professional position as an elementary educator to provide a positive learning atmosphere where students may acquire the academic and social skills needed to function as individuals and members of society.

EDUCATION

Hope College – Holland, MI May 20XX
B.A., Major: Language Arts, Minor: Substantive GPA: 3.4/4.0
Michigan Provisional Elementary Teaching Certificate

EDUCATIONAL HIGHLIGHTS

Varsity softball team 20XX – 20XX
All-American – First Team Division III 20XX
GTE – CoSIDA Academic All-American Second Team 20XX
GTE – CoSIDA Academic All-District Team 20XX
MVP of MIAA Conference 20XX
All-American Scholar Athlete 20XX, 20XX
MIAA First Team All Conference 20XX, 20XX
Volleyball & Field Hockey Team 20XX, 20XX
Alvin W. Vanderbush Award Recipient 20XX
(Athletics – Academics – Leadership – Campus Life)

RELEVANT EXPERIENCE

Student Teacher

Lincoln Elementary School – Zeeland, MI Fall 20XX
11-week internship in a fourth grade gifted cluster and team teacher of three other fourth grade classrooms. Demonstrated responsibilities of a full-time teacher in all areas from academics to organizing extra-curricular activities.

List in most recent order

Include city and state

Teacher's Aide

Path Program – Holland, MI Spring 20XX
Created and implemented creative writing lessons to seventh and eighth grade gifted students.

Team Teacher

Lincoln Elementary School – Holland, MI Spring 20XX
Longfellow Elementary School – Holland, MI Spring 20XX
Created and directed week-long units covering all academic areas in fourth and first grade classrooms.

Teacher's Aide

Lincoln Elementary School – Zeeland, MI Fall 20XX
Assisted in a fourth grade classroom once a week for a 12-week period.

WORK EXPERIENCE

Education Intern

Michigan Historical Museum – Lansing, MI Summers 20XX-20XX
Education Department, Michigan Department of State
Organized various educational activities for over 500 inner city children ages 5-16.

"Kids Kamp" Director

Lansing Parks and Recreation – Lansing, MI Summer 20XX
Supervised and implemented daily group activities for 30-40 children.

Sport Announcer

Hope College – Holland, MI 20XX-20XX
Announced various athletic events including women's basketball and volleyball. Also, announced the 1990 NCAA Division III Women's National Basketball Championships.

Resident Assistant

Hope College – Holland, MI Fall 20XX – Spring 20XX
Was responsible for developing a sense of community among residents, interpreting and implementing the policies of the college, and to plan and execute wellness program.

Consistent dates

Peter T. Boyer

Include a non-Hope email address

Current Address until May 3, 20XX
136 E. 40th Street
Holland, MI 49423
616-395-4808

pt@hotmail.com

Permanent Address
5104 E. Horton Road
Blissfield, MI 12345
517-486-4287

PROFESSIONAL OBJECTIVE

Seeking a professional staff position as a secondary mathematics and/or biology teacher to provide a positive role model and learning environment so that students may gain the academic and social skills needed to function upon graduation.

EDUCATION

Hope College – Holland, MI May 20XX
B.A., Major in Mathematics, Minor in Biology GPA 3.49/4.0
Michigan Provisional Certificate, Secondary June 20XX

Honors: Dean's List, Hope Alumni Scholarship, Cum Laude

RELEVANT EXPERIENCE

Student Teacher, Saugatuck High School – Saugatuck, MI February – May 20XX

- Taught during an 11 week internship in geometry, eighth grade computer, 2 basic algebra and 2 algebra classes
- Handled responsibilities of a full-time teacher in all areas

List in most recent order

Volleyball Coach, Saugatuck High School – Saugatuck, MI February – March 20XX

- Managed a seventh grade volleyball team
- Introduced and taught skills to beginning players

Consistent dates

Volunteer Staff, Young Life Camp Saranac – Saranac, NY July 20XX

- Managed a rope course and encourage high school youth through the course each day

Tutor, Upward Bound and Independently – Holland, MI March 20XX

- Assisted four students of varying ages who were struggling in algebra, pre-calculus, or eighth grade mathematics

Teaching Placement, Zeeland High School – Zeeland, MI May 20XX

- Actively observed, assisted, and taught for an hour each day in two basic algebra classes

Include city and state

Teacher's Aide, Holland High School – Holland, MI Fall semester 20XX

- Aided and observed computer and calculus classes of a veteran teacher for ten weeks

COLLEGE INVOLVEMENT

Drama/Coach, Nykerk: Traditional College Event at Hope College – Holland, MI October 20XX – 20XX

- Directed the construction of a drama set for a traditional theater competition

Resident Assistant, Kollen Hall and Kleinheksel Cottage, Hope College – Holland, MI 20XX – 20XX

- Served 40 first and second year students in a residence hall where educational programs were organized and college policies were enforced
- Provided leadership to housemates and enforced college policies

Student Supervisor, Information Center and Public Safety, Hope College – Holland, MI 20XX – 20XX

- Trained and supervised the work of students in the telephone information service of the college

Senior Committee, Senior Alumni Events Committee, Hope College – Holland, MI 20XX – 20XX

- Organized the events of the senior class for the introduction to the Hope College Alumni program

Include a non-Hope email address

JILL CHANCELOR

jchancellor@gmail.com

68 W. 13th Street – Holland, MI 49423

616-395-0124

EDUCATION

B.A., Hope College, Holland, MI (May 20XX)
Major: Learning Disabilities
Overall GPA: 3.6/4.0 Major GPA: 3.8/4.0
Certification: Michigan Elementary Provisional Certificate
K-5 elementary with learning disabilities endorsement (K-12)

PROFESSIONAL STRENGTHS AND SKILLS

- Consistently positive, energetic and enthusiastic
- Trained in Non-Violent Crisis Prevention and Intervention (CPI)
- Experienced with Team Teaching, Multiple Intelligences, Brain Research, Literacy Learning, and Touch Point Math
- Competent in technological applications such as Hyperstudio and PowerPoint

CLASSROOM EXPERIENCES

Include city and state

Teacher

Lincoln Elementary, Holland, MI (January 20XX – present)

Permanent substitute in an elementary resource room. Created individualized reading programs that incorporate multi-sensory techniques to teach phonetic patterns and word decoding strategies. Administered a battery of informal assessment tools to evaluate student's individual needs. Collaborated with parents, teacher consultant, psychologist, social worker, and behavior specialist to address behavior issues. Directed several IEPC's including transitional IEP's.

List in most recent order

Student Teacher

Lincoln Elementary, Zeeland, MI (Fall 20XX)

Eleven-week internship in an elementary resource room. Planned lessons designed to meet IEP goals of Learning-disabled students. Addressed behavior management issues. Responsible for collaborating with regular education teachers for implementing partial inclusion model. Participated in IEPC meetings.

Consistent dates

Student Teacher

Lakeshore Elementary School, Holland, MI (Spring 20XX)

Eleven-week internship in fifth grade classroom. Organized and designed lesson plans in all subject areas, directed class activities and implemented a behavior management program. Collaborated with other fifth grade teachers for team teaching.

Teacher Assistant

Hamilton Elementary, Hamilton, MI (Spring 20XX)

Designed lesson plans for learning disabled and emotionally impaired students in a resource room. Completed informal and formal assessment procedures to analyze student's strengths and weaknesses in a case study. Participated in IEP meetings.

Reading Tutor

Lincoln Elementary, Zeeland, MI (Fall 20XX)

Tutored three children in the ZEST reading program. Utilized different reading techniques such as the Neurological Impress Method and Informal Reading Inventories.

Teacher Assistant

Apple Orchard Early Childhood Center, Holland, MI (Spring 20XX)

Taught pre-primary skills and provided a nurturing, loving relationship to disadvantaged children in a Head Start preschool program.

Teacher Assistant

Holland West Middle School, Holland, MI (Fall 20XX)

Provide academic support to learning disabled students in a resource room.

Teacher Assistant

St. Francis de Sales, Holland, MI (Spring 20XX)

Provided academic support and assistance in a fifth grade classroom, while tutoring six at-risk student in math.

ADDITIONAL EXPERIENCES

Assistant Varsity Basketball Coach

Holland High School, Holland, MI (Fall 20XX)

Assisted head coach in instructing varsity girl's basketball players during practices and games. Interim junior varsity coach for three weeks.

- Girl's Recreation BBall Supervisor** **Holland Recreation Department, Holland, MI (Fall 20XX)**
Supervisor and instructor of basketball program designed to teach fundamentals and sportsmanship to girls in first through sixth grades. Designed lesson plans for first through fourth grade clinic, coached a fifth/sixth grade team, and supervised five coaches.
- Boys Recreation BBall Supervisor** **Holland Recreation Department, Holland, MI (Winter 20XX)**
Supervised and instructed first/second grade boys' basketball program.
- Activity Leader** **Holland Recreation Department, Holland, MI (Summer 20XX)**
Planned and implemented games, crafts, social activities and special programs for at-risk youth (4-12 years of age) in a Summer Playground Program at Kollen Park.
- Assistant Director** **Hope College/Holland Recreation Department, Holland, MI (Spring 20XX)**
Assistant Director of the first annual Spring Training Softball Clinic in cooperation with the Holland Recreation Department.
- Sunday School Teacher** **1st Reformed Church, Holland, MI (Summer 20XX)**
Taught Bible lessons and coordinated crafts for fourth grade girls.
- After School Sports Supervisor** **Holland Recreation Department, Holland, MI (Fall 20XX)**
Supervised after school sports activities at Holland West and East Middle Schools.
- Softball Umpire** **Holland Recreation Department, Holland, MI (Summer 20XX)**
Umpired girls recreation softball. Positively interacted with girls ages 8-15. Exercised strong decision-making skills.

COLLEGE HONORS

- Hope College Alumni Scholarship
- NCAA Division III Academic All-American in Softball (20XX)
- MIAA Honor Roll of Athletes (20XX – 20XX)
- Dean's List (20XX – 20XX)
- Co-Captain of Women's Softball Team (20XX)

COLLEGE INVOLVEMENT

- Hope College Women's Softball Team (20XX – 20XX)
- MIAA Female Athletic Representative for Hope College (20XX – 20XX)
- Intramural Women's Basketball, Co-Ed Football, Co-Ed. Basketball (20XX – 20XX)