TIPS TO CREATING A PROFESSIONAL RESUME
For Education Majors

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1. LIMIT THE RESUME TO ONE OR TWO PAGES (MAXIMUM)

- Use specific descriptions and think relevance.
- Be concise and to the point. Make all the words count.
- Your resume should be a series of fragments – avoid using complete sentences.
- Your resume should NOT contain the words "I", "me", or "my".
- The phrases "etc." and "responsibilities include" are redundant and unnecessary.
- Your resume is not an autobiography – it's about the skills you have that the employer wants!

2. CONSISTENCY THROUGHOUT THE RESUME IS IMPORTANT. THIS APPLIES TO:

- Spacing before and after headings
- Bullet styles and indents
- Font size and style
- Formatting (bold, italics, underlining, all caps)
- Placement and format of dates

3. ACCURACY COUNTS

- Your resume should be completely error-free. Double/triple check information for accuracy.
- Have someone else review your resume to point out errors you may have overlooked.

4. DO NOT USE RESUME TEMPLATES OR WIZARDS

- They're inconsistent.
- They don't like change. So, it's difficult to make updates to your resume.
- They don't include headings that "work for you". (There is no place to include "Student Teaching".)
- Your resume will look like many others; it won't "stand out in a crowd".

5. FORMATTING YOUR RESUME

- **Margins:** Can range from ½ -1 inch. Give your resume an organized appearance.
- **Font size/style:** Between 10 – 12 points; Choose a professional font and be consistent.
- **Bullets:** Use bullets to describe responsibilities and accomplishments. They give your resume the illusion that information is concise and to the point. Action verbs should follow each bullet.
- **Paper:** Print your resume on high quality paper (not photocopy quality) in a professional color.

6. INFORMATION SHOULD APPEAR IN ORDER OF IMPORTANCE

- List most important headings first, followed by least important headings.
- Dates are less important – list them on the right side of the page; not the left.

7. BE POLITICALLY CORRECT AND KNOW THE INDUSTRY WHERE YOU ARE APPLYING

- Avoid gender-specific terms such as "freshman", "salesman", "chairman."
- Avoid using slang terminology and clichés.

8. PERSONAL INFORMATION IS IRRELEVANT

- Do NOT include a photograph of yourself on your resume.
- What you do in your spare time, your marital status, number of children, sexual orientation, religion, political affiliation, birth date, age, etc. is none of the employer's business. If it is not job-relevant, don't include it!

9. IMPORTANT INFORMATION REGARDING THE DIFFERENT SECTIONS OF YOUR RESUME:

Objective: Short and concise; to the point. But don't limit yourself too much.
Full time position in Social Studies with opportunities to coach or advise extra-curricular activities.

Education: Include Degree, Major, Minor, Concentration, and Graduation Month/Year.
Bachelor of Science/Art in _____, Expected Month year
Major: **Bold your major** / Minor: **Bold your minor/concentration if relevant**
Shippensburg University, Shippensburg, PA 17257
Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

Honors: Expected to Graduate Magna Cum Laude
Honor Fraternity/Society, Description of Organization, Inducted Month Year

Student Teaching: Include Grade level(s)/Subjects, School, Dates, City, State

- Provide details – remember, you're trying to convince a school administrator to contact you for an interview (based on the experiences you're listing in your resume.)
- Include "buzz-words" (assessment, IEPs, manipulatives, fine/gross motor skills, technology, diversity, cross-curriculum lessons).
- Be specific in your accomplishments/responsibilities. Begin each bullet with an action verb.

Poor Examples

- Evaluate students
- Utilize technology
- Create lesson plans
- Establish rapport with students and faculty
- Attend in-services and faculty meetings
- Monitor recess and lunch room
- Record student attendance and grades
- Assign and grade homework
- Observe students in classroom setting
- Student teach 22 second graders
- Review school district policies and procedures
- Collaborate with cooperating teacher
- Record grades
- Assist classroom teacher

Better Examples

- Organized parent volunteers to work within the classroom and observed parent teacher conferences
- Developed coeducational bowling and gymnastics units for Grades 11-12
- Designed thematic unit on nutrition and the digestive system
- Introduced Spanish color words by creating a memory game
- Created and taught original unit on ratio, percent, and probability
- Guided students in using microscopes to view Paramecium and Euglenoids
- Created and used informal assessments including rubrics, literacy scales, and anecdotal records
- Attended IEP meetings and adapted lesson plans to meet stated goals and objectives for individual students
- Utilized manipulatives to introduce double digit subtraction with regrouping
- Utilized hands-on activities such as science experiments and tactile math stations to increase student comprehension
- Received training and information about students with Autism and Asperger's Syndrome
- Worked with school Braillist to provide accommodations for student diagnosed as legally blind
- Incorporated technology in the classroom by requiring students to research genetic diseases online
- Wrote and implemented original songs and finger plays to transition between lessons and classroom activities

- **Certifications:** Include relevant certifications you have obtained or are in the process of obtaining (include dates completed or anticipated dates of completion)

- **Experience:** Separate into relevant categories that work for you. Remember, experiences can be paid or unpaid. Possible headings include: Related Experience, Research Projects, Community Service, Campus Leadership, Professional Development.

10. ITEMS TO AVOID IN YOUR RESUME

- **Abbreviations:** The only exception is the use of the two-letter state abbreviation.
- **Overdone Graphics:** They make your resume look "cluttered" and unprofessional.