# Education Resume Checklist

## Heading

- ☐ Name should be at least 16 pt. font
- ☐ You no longer need to have your address on your resume.
- ☐ The e-mail should not be hyperlinked (right click and select remove hyperlink)
- ☐ The personal contact information takes up a lot of space. It may help to format it into one line, separated by symbols
- ☐ Heading should include name, address, phone number and e-mail address (a link to an online portfolio is optional)
- ☐ The order of the information on the resume is generally: 1) heading; 2) objective (optional); 3) education; 4) sections in order of relevance to the position

## Objective

- ☐ Objectives should be focused on 'why' you want to teach - not just what job you want to have.  What are the strengths that most define you as a teacher?  What are you passionate about?
- ☐ A word of caution in including a desire to coach in the objective: while some districts/schools look favorably on this, others do not, as they want teachers first and foremost

## Education

- ☐ Education should be formatted as follows:

  School, Location (city, state)

  Degree, Grad date (month year)

  Major:   Minor:

  Certification:

- ☐ Do not include high school information.  Employers expect this from a college graduate
- ☐ Only include the graduation month and year, not the start date
- ☐ Degree should be listed as a "Bachelor of ___" and major/minors should be in the form: "Major: ___"
- ☐ Include "/4.0" behind your GPA
- ☐ Include some formatting (bold, underline) within the education section so it stands out more

## Experience/Bullet Points

- ☐ Each experience should include: position title, organization name, location (city, state), dates of service (month year – month year), and description of responsibilities and achievements
- ☐ No periods on bullet points
- ☐ List experience descriptions in bullet points, not paragraphs
- ☐ Dates for experience need to include months and years (or seasons, like "Fall 2013";  remain consistent)
- ☐ Be creative with the headings. Experience categories might include: Teaching Experience, International Teaching Experience, Career-Related Experience, Additional Work Experience, Coaching Experience, Leadership Experience
- ☐ Additional categories to consider: Activities, Leadership, Volunteer Experience, Skills, Presentations, Publications, Technology Skills, Honors/Awards, Professional Development, Additional Certifications
- ☐ Start each bullet with an action verb: present tense for present job/activity, past tense for past job/activity
- ☐ Add depth to your descriptions by explaining the quality and quantity of the actions performed. Consider what was taught, age level of students, type of school (e.g. open classroom), administrative responsibilities, a unit developed, a technique implemented to teach a unit already in place, curriculum development, classroom management, teaching strategies, accommodations, grading, lesson plans, collaborating with others, field trips organized, activities outside the classroom, parent-teacher conferences, IEP planning, etc.  Be sure to stress contributions made above and beyond the expected responsibilities
- ☐ When writing descriptions, also consider WHY and HOW duties were done, and include results when possible.  What impact was made?  What challenges were encountered?  What skills were used?  What improvements did you see occur?

- ☐ Do not repeat the same bullet points for multiple positions. For similar positions, include bullet points that make those positions unique
- ☐ Do not split descriptions for one experience between two pages
- ☐ Do not use personal pronouns

## Skills

- ☐ Consider adding a Technology or Computer Skills section. Research shows that access to technology raises student engagement and achievement; therefore school districts really value strong technology skills and experience
- ☐ Consider adding a Language Skills section

## Honors/Activities

- ☐ List the years involved and list them in reverse chronological order
- ☐ Do not include high school activities and honors since employers are more concerned with what was done since starting college
- ☐ Scholarships/awards should include what they were for: "Presidential Scholarship for Academics," etc. Dates received are not needed

## Formats and Other Information

- ☐ Write out abbreviations and avoid using them whenever possible
- ☐ The order of each section should be reverse chronological with most recent activity listed first
- ☐ Do not exceed 2 pages
- ☐ Include "Last name, page 2" or your contact information heading on the second page
- ☐ Tips to create more room are a font size no smaller than 10, with margins no smaller than .5"
- ☐ Be consistent with type and size of font
- ☐ You have spacing issues on the document (not uniform or even)
- ☐ Font is too small/ large/ hard to read
- ☐ Resume is missing sections: _____
- ☐ It is recommended that you do not use a resume template
- ☐ Save the resume at 100% so it is not so large when opened.  This makes it easier on the employer
- ☐ Save the resume as "Last Name, First Name Resume".  This makes it easier on the employer

## Additional Resources

You can schedule an appointment to see a Career Counselor regarding these suggestions by calling 920-403-3040 or e-mail careers@snc.edu. Our office is located in Todd Wehr Hall 215

For additional information and resume samples please refer to our Resources for K-12 Educators located on our website.

## Notes