



## Creating an Effective Teaching Resume

A compelling resume highlights the accomplishments you have that are relevant to the specific teaching position and school with which you are interviewing. A strong resume for a teaching position with one of our partner schools will exhibit alignment to that school's mission, values, and programming. As you craft your resume, consider what experiences and achievements you have that will add value to this school's community and culture.

**Begin** your resume with a header that includes your name, phone number, and email.

**Next**, you'll want to highlight your experience. Keep your skills and experiences relevant to teaching. Even if your background is not in teaching, describe your past skills and responsibilities in a way that relates to teaching. Showcase your accomplishments, supporting them with data, when available, and include creative ways you overcame obstacles or came up with a new strategy. Be confident in conveying what you've done and don't be afraid to build yourself up--be honest in what you know and what you've done and don't inflate your abilities or experience.

### If your personal experience is limited or in a single field

- ✓ Describe the skills you developed through previous experiences working with children or young adults.
- ✓ Highlight acquired responsibilities and achievements that are relevant to the position you are seeking.
- ✓ Include any leadership roles, volunteer work, teams, extracurricular activities, and past achievements.
- ✓ Don't try to fill up blank space. Utilize formatting to create a clear resume.

### If you have an abundance of experience

- ✓ Try to keep your resume to one page.
- ✓ Include details about achievements, showcasing quantitative data where possible.
- ✓ Emphasize your unique skills or interests that add value to the school community.
- ✓ Be concise and avoid redundancy.

**Finally**, include information on your education including your degree(s) and certifications. Note any outstanding academic or community awards you may have acquired. If you have teaching experience, make sure to note the school name(s), grade level(s), and subject area(s) you have taught in.

### An effective teaching resume:

#### **Contains only pertinent & relevant information.**

- ✓ Your resume should be one page in length, two *maximum*.
- ✓ All information should clearly highlight your achievements and positive outcomes.
- ✓ Include all positions you have had that are relevant to the position posted.
- ✓ Explain any gaps or short tenures (there is space for this on the application)

#### **Demonstrates effective & succinct writing.**

- ✓ Sentences should be clear and straightforward.
- ✓ Refrain from verbosity.
- ✓ Use strong action verbs: analyzed, strategized, implemented, etc.
- ✓ Avoid using 'I.' This is *your* resume, so it is what *you* did and *you* accomplished.

#### **Maintains consistent & accessible formatting.**

- ✓ Section headings should be relevant and clearly defined.
- ✓ Use simple fonts and colors. Recommended fonts: Segoe UI, Arial, or Calibri, 10-12 point.
- ✓ Be strategic in your use of bold, italics, and bullets.

#### **Is proofread & error-free.**

- ✓ Many hiring representatives will automatically reject candidates with typos in their application materials.
- ✓ Make sure you have at least 2-3 people proofread your resume before you send it to a school hiring representative.

For an example of a compelling resume, please [click here](#).