

Résumé Advice for Educators

There are similarities and differences between résumés for educators and résumés for business. All of the organization, style, appearance, quality, neatness, and punctuation issues discussed in other publications apply to résumés for teachers. If you are not familiar with these topics you could consult one of many "How to Write a Résumé" books that are available or the many other resume resources on our website.

Résumés for educators typically include some additional categories not included in business résumés, such as Student Teaching, Clinical Experience, Certifications, and the inclusion of summer camp counselor or other jobs involving working with K-12 age individuals.

Start with a Headline...

This is a newer technique that helps the person reading your resume to instantly see what you offer. This would go directly below your contact information, and would replace your objective:

Headline A:

Elementary Educator IL Type 03 • Bilingual Spanish/English • ESL Endorsement • Tech-Savvy

Headline B:

Secondary Math IL Type 09 • Five Years' Secondary Math Tutoring Experience
Available to Coach Tennis/Softball

...or an Objective...

An Objective statement can be used instead of a headline at the top of your résumé. The challenge is to avoid statements that other applicants could also use, such as those related to promoting life-long learning or other vague educational goals. Talk about yourself specifically:

Objective A:

To obtain a classroom teaching position in the upper elementary grades. Would especially welcome the opportunity to work in an ethnically diverse school environment where culture and language arts are valued.

Objective B:

Middle school position in science or math; experienced and eager to work with this age group. Available to coach track, volleyball, swimming or coordinate the school newspaper and/or yearbook.

...or a Profile or Qualifications Summary

These categories work best for those with a bit more experience. They can be a short paragraph or bulleted list of the many qualifications you bring to a school.

Education and Certification

If you are a recent graduate your Education section comes next. No matter when you graduated, your Certification(s) should be prominently displayed at the top of your resume, along with your endorsements. Make sure that they are separated from your degree information, or in a separate section altogether.

Example A:

EDUCATION AND CERTIFICATION

Northeastern Illinois University (NEIU), Chicago, Illinois

Bachelor of Arts in Secondary Education

Major: Biology; Minor: Theatre

Overall GPA: 3.52 / 4.0; Phi Sigma Biology Honor Society

August 2012

Certification: **Illinois Type 09 Secondary; Endorsements in Biology, Drama/Theatre**

Example B:

EDUCATION

Northeastern Illinois University, Chicago IL
Bachelor of Arts in Elementary Education
Minor in Latino and Latin American Studies
GPA: 3.52/4.0

May 2012

CERTIFICATION

Illinois Type 03 Elementary with **Middle School and Spanish endorsements**

Teaching or Professional Experience

This category includes all your formative experiences with young people, including major clinical experiences, student teaching, coaching, camp counselor, etc. See the variety of resumes on our website for examples of how to represent your experiences in a dynamic way.

Be sure to include information about instruction, collaboration with students, parents and administrators, and classroom management.

➤ **Using Keywords**

In discussing instruction, collaboration, and classroom management you will want to use the language of your field. See the document on our website related to using the language of teaching in your resume. Districts are increasingly seeking candidates who know particular curricula or have a certain type of experience.

Related Activities & Interest Information

Information in these areas can assist in presenting an image of a well rounded and versatile teacher. The following categories represent just a few of the areas you may wish to include:

- Volunteer/Community Activities
- Professional Memberships, such as the Illinois Education Association
- Honors/Awards
- Special Interests
- Technology Skills
- Foreign Language(s)
- Travel/Multicultural Experience
- Internships

Remember that the more areas of knowledge and expertise that you can demonstrate, the more desirable a candidate you are in the eyes of the principal or administrator. Today, more than ever, principals seek candidates who are diverse and flexible enough to assume a wide variety of tasks in the school.