

Resume Templates

The following templates will provide you with some basic frameworks in which to structure your own resume. There is no "right" way to create a resume as long as you are showcasing your individual background in a way that will be relevant to the reader. As you look at the templates, please keep in mind that samples are meant to help you get started, and are not the only way to structure your resume.

Organizing Your Resume

Categories can help organize your resume into sections which make it easy for the reader to find relevant information. Using different categories can help present the most relevant information first. For example, you can use a "Relevant Experience" section rather than "Work Experience" if you want to highlight various experiences that come from a combination of work, extracurricular activities, and volunteer experience. Use the Resume Checklist for further guidelines for organizing your resume.

Common Resume Sections

Contact Information	Name, Local Address, Phone, Email
Education	Most recent degree first- include only higher education
Experience Sections (may have more than one)	Experience, Relevant Experience, Teaching Experience, Field Work, Work Experience, Employment History, Professional Experience, Internship Experience, Additional Experience, Volunteer, Community Involvement, Leadership, Activities, Campus Involvement
Skills Sections (optional- may have more than one)	Skills, Technical Skills, Language Skills, Computer Skills, Certifications, Training
Academic/Science Sections (optional- may have more than one)	Research, Coursework, Lab Techniques, Presentations, Publications, Professional Development

Resume Checklist

- ☐ Did I remove all of the Sample Resume's bullet points, dates, categories, and formatting that were not consistent with my own resume style and background?
- ☐ Did I select categories that present my background to meet the reader's needs?
- ☐ Is my resume consistently formatted? Experiences and dates are consistently aligned; use of font, size, style (caps, bold, italics, underlining), and other formatting are consistent throughout.
- ☐ Is my font between 10.5-12pt, and easy to read? Typical fonts may include Times New Roman, Arial, Tahoma, Garamond.
- ☐ Are my margins between .5" and 1" to leave enough white space and frame the page?
- ☐ Is my resume on one page? If not, is all of the information included 100% relevant to the reader?
- ☐ Does my information appear in reverse chronological order within each section (most recent first)?
- ☐ Do I have bullet points for my relevant experiences?
- ☐ Is my contact information up-to-date and professional?

- ☐ Is all of the information on my resume accurate and current (ex. GPA, end dates for positions)?
- ☐ Does my objective or summary add value to the rest of the resume? (if you included one)

Name

Street • City, ST Zip • phone • email

CERTIFICATION

New York State Initial Certification in _____, anticipated Month Year

Two certifications? Follow above format.

EDUCATION

St. John Fisher College, Rochester, NY

Anticipated

Date

Ralph C. Wilson, Jr. School of Education, NCATE accredited

GPA:

Bachelor of Science in Childhood Education OR Adolescent Education

Another Degree? Follow above format

Scholarships?

FIELDWORK

Name of the school, City, ST

Date-Date

Grade level of classroom (Ex. special education, inclusion? 12:1:1)

- Bullet Points- Provide information on what you did, how you did it, and what the result was. Start each bullet point with an action verb. Try to be concise and focused with each bullet point.
- For observational experiences, what did you learn by observing the teacher?
- Consider what made your experience unique- what did you do in the classroom that might have been different from what someone else may have done?

Name of the school, City, ST

Date-Date

Grade level of classroom (Ex. special education, inclusion? 12:1:1)

- Bullet Points- do not repeat the same bullet points under different experiences.
- Bullet Point

Name of the school, City, ST

Date-Date

Grade level of classroom (Ex. special education, inclusion? 12:1:1)

- Bullet Point
- Bullet Point
- Bullet Point

EMPLOYMENT EXPERIENCE

Title of the Organization, City, ST

Date-Date

Job Title

- For experiences that are not directly related to your target, consider transferable skills and try to highlight those through your bullet points.
- Each bullet point should represent a new aspect of your position, or accomplishment.

Title of the Organization, City, ST

Date-Date

Job Title

- Bullet Point

COMPUTER

List out the programs you know. Be sure to include special classroom technology if you know how to use it.

****Notes:** Additional sections you can include are: volunteer, employment, activities, community involvement, awards/honors, summary/highlights. View the student teaching resume samples online in the CareerZone and visit with a Career Counselor to review your student teaching resume draft.

Name

Street • City, ST Zip • phone • email

Certification

New York State Initial Certification in _____, anticipated Month, Year

Two certifications? Follow above format.

Education St. John Fisher College, Rochester, NY

Ralph C. Wilson, Jr. School of Education, NCATE accredited

Bachelor of Science in Childhood Education OR Adolescent Education

Anticipated Date

Another Degree? Follow above format

GPA:

Scholarships?

Teaching Experience

Name of the school, City, ST

Date-Date

Grade level of classroom (if special education, inclusion? 12:1:1 for ex.)

- Bullet Points- Provide information on what you did, how you did it, and what the result was. Start each bullet point with an action verb. Try to be concise and focused with each bullet point.
- For observational experiences, what did you learn by observing the teacher?
- Consider what made your experience unique- what did you do in the classroom that might have been different from what someone else may have done?

Name of the school, City, ST

Date-Date

Grade level of classroom (if special education, inclusion? 12:1:1 for ex.)

- Bullet Points- do not repeat the same bullet points under different experiences.
- Bullet Point

Name of the school, City, ST

Date-Date

Grade level of classroom (if special education, inclusion? 12:1:1 for ex.)

- Bullet Point
- Bullet Point
- Bullet Point

Volunteer Experience

Title of the Organization, City, ST

Date-Date

Volunteer Title

- For experiences that are not directly related to your target, consider transferable skills and try to highlight those through your bullet points.
- Each bullet point should represent a new aspect of your position, or accomplishment.

Title of the Organization, City, ST

Date-Date

Volunteer Title

- Describe what you did
- Pick out the skills that can be transferred to teaching or working with children if possible

Computer

List out the programs you know. Be sure to include special classroom technology, such as SmartBoard if you are familiar with it and know how to use it