

Creating Your Educator Resume

What is a Resume?

A resume is a one-page document that captures a person's education, qualifications, and previous experience and is a key component to help secure an interview. All resumes include important components such as education, a summary of qualifications, and work experience. You will also emphasize your skills, abilities, and certifications.

Your resume should be a truthful representation of you and show what makes you the perfect candidate. A resume is never finished and you will always want to make changes with time, changes in experience, and based on the specific job for which you are applying.

Choosing a Resume Format

Uses for each of the three main resume formats are described below:

- **Chronological** - most traditional
 - Consistent work history with growth
 - Steady responsibility increases
 - No gaps in employment and you've stayed in the same field
 - Most important achievements have occurred recently
- **Functional** - focuses on your professional skills rather than your employment history
 - Minimize your work history due to change in careers/reentering the job market and highlight your accomplishments, strengths, and abilities
 - Large or frequent gaps in employment
 - Diverse work history
- **Combination/Hybrid** - combines the best of chronological and functional formatting
 - Highlighting skills/achievements when you performed the same type of duties in all of your job or when you are making a career change
 - Provide a strong skill summary and detailed employment history to follow
 - Work history section may emphasize results instead of job duties

What to Include

- Include relevant work experience and skills related to the job for which you are applying when creating your resume for your first teaching position.
- Ensure that you include teaching licenses and certifications.
- Focus on what makes you unique, the teaching skills that set you apart from other candidates.
- List your general teaching skills but also use subject-specific examples in your experience. Be as specific as you can and include examples of that skill in practice.
- Use quantifiable data to make your claims much stronger and your impact more credible.
- Include the diverse settings you have worked in and the demographics you have worked with. This career requires passion and commitment, be sure to show commitment to the field through your involvement and experience.

Do's and Don'ts

Do: Highlight your qualifications based on the job description you are applying for. Be honest, especially about dates, job titles, and responsibilities.

Don't: Your address, date of birth, and photo should not be included. The needed personal information will be on the job application itself. Refrain from listing interests and hobbies unless they are relevant to the position. [7 Rules for Writing a Teaching Resume](#)

Ensure your Resume has a Professional Look

Your document should be one page (two pages max for even extensive work history) with one-inch margins on each side. Select a classic font that is legible and doesn't distract the reader. Though *Comic Sans* is often used on documents created for students, it should be avoided for all professional purposes. Font size should be 11pt or 12pt for normal text but section titles and headers can be up to 14-16pt. Lastly, your layout should be easy to follow. Start with your most recent job/experience with the remainder listed in chronological order. Examples of appropriate fonts to use: Tahoma, Arial, Times New Roman, Open Sans, Helvetica, Georgia, Verdana, Calibri, Garamond. [Resume Formatting Tips](#)

Resume Examples

- [Careers in Education](#)
- [Elementary Teacher](#)
- [First Time Teacher](#)
- [Instructional Aide/Paraprofessional](#)
- [High School Teacher](#) - Teaching at the high school level will not be a one-size-fits-all, you want to ensure that your resume fits the subject for which you are applying.
- [Middle School Teacher](#)
- [School Counselor](#) - School social workers, counselors, and psychologists typically have high volumes of caseloads to manage which should be highlighted in your resume.
- [Substitute Teacher](#)