

Resume:

A resume should be a well-written, concise, informative summary of your professional experience, training and community service related to the education field. One page is sufficient, although 2-3 pages are acceptable if you have significant experience, which would not fit on one page.

Listed below are required pieces (*) and suggested information for a resume.

1. * Your name, address, telephone and email address
2. Employment Objectives – the type and level of positions you are pursuing
3. * Certification and Endorsements
4. * Education – Most recent education first with colleges you've attended, locations, diplomas, degrees earned, major area of emphasis and majors and minors if applicable.
5. * If your major is unusual, or if you feel an employer might not understand what the major encompasses, include a brief description of the program.
6. * Graduate Information – indicate degree(s) received, area of specialization, thesis or dissertation title.
7. * Employment – Most recent experience should be listed first. In the case of teaching experience include information related to kinds of courses and units developed and taught, the age level of students, the type of school and so forth. Student Teaching, internships and teaching assistantships should be included and so identified.
8. School Administrators are concerned about large amount of time not accounted for on a resume. Include non-teaching employment history in a resume if this is the case.
9. Personal Information – Travel experience, hobbies and recreation activities, particularly if related to the type of position you are applying for. Special skills, significant honors, scholarships, awards and community service (especially with a leadership role) are significant items in a resume.
10. Professional Activities – Indicate memberships, speeches, publications, etc., related to your professional preparation as well as relevant conferences and trainings.
11. References – List those people who may be contacted by your potential employer, and who can speak to your professional preparation or work experience. Simply stating, "References furnished upon request" is acceptable. Be prepared to have both professional and personal/character references.