

RESUME WRITING SUCCESS

For Teacher Candidates in the Adolescence Inclusive Generalist Education Program

Teacher candidates who are doing a field experience or student teaching placement must submit a resume to the Field Experience Office when they complete their placement application. All districts require a resume for student teaching. Some districts also require a resume for field experience placements. Please use the guidelines below to ensure a great resume. To start, keep these points in mind:

- Keep all formatting consistent (same font, single spacing, underline or bold same types of headings, etc.).
- Do not use “I” in a resume.
- Be concise but descriptive. Bullet points, with action verbs, are preferred over sentences or paragraphs.
- Be mindful of verb tense (past tense for experience in the past, present tense for current activities).
- Use a comma between city and state: BROCKPORT, NY
- Boxed sections below are color-coded to match the boxed sections on the **sample** resume. Please do NOT include the boxed sections or color-codes on your resume.

HEADING: *Make your name stand out and your contact information easy to find.*

- Use a large font for your name, and bold it. If you go to a second page, put your name and “p. 2” on it.
- Include your temporary address if you have one, as well as your permanent address and phone.
- Include your e-mail address. Avoid using an unprofessional email address (i.e. hotstuff@gmail.com).

TEACHER CERTIFICATION: *Stating your certification area correctly is ESSENTIAL to a great resume.*

- The program at Brockport will prepare you for the certification shown on the resume. **BE SURE that you write it exactly as shown** – just insert the appropriate major.
- Until you receive your official certification, just use the word “anticipated” in the heading.
- Your program is *Adolescence* Inclusive Generalist, not *Adolescent* Inclusive Generalist.

EDUCATION: *Be sure to include all college-level degrees and actual or anticipated graduation month/year.*

- List the degree (Bachelor/Masters) and major, followed by the program and college name. Include the degree you are working towards at The College at Brockport. No high-school education is listed.
- If your GPA is good (3.0 or above), put it on there! The same goes for Dean’s list honors.
- Degrees earned prior to your current education are listed in reverse chronological order – list your current college/degree first, and work backward to the college/degree you started with.

FIELD EXPERIENCE and RELATED EXPERIENCE: *List all experience related to teaching or working with children. You can list your next field experience if you know it, and use “will complete” bullets to describe it.*

- Use reverse chronological order (most recent experience is listed first).
- Include your position title, the name of the school/employer, then the *city, state, and date*. No street address or zip code is needed!
- Do **NOT** list the name of your supervisor or host teachers.

EMPLOYMENT: *Have you worked in other positions besides education? Tell us about it.*

- Use the same consistent formatting, and reverse chronological order as you did above.
- If you did anything in quantity (i.e. supervised 24 people, received cash exceeding \$5,000), list it!

ACTIVITIES/HONORS & AWARDS: *This is where to list other areas of interest or show accomplishments.*

- Be brief, but spell out any clubs or awards that aren’t commonly known by their acronym.
- Don’t list high school activities or honors unless they are very unique (i.e. “participated in foreign exchange program in Spain my junior year”).

SAMPLE HEADING

JOHN K. SMITH

jksmith1118@hotmail.com

College Address (Until May 20XX)

18 Main Street, Apt. 2B
Brockport, NY 14420
585-395-2365

Permanent Address

478 Highland Avenue
Rochester, NY 14620
585-271-4321

SAMPLE TEACHER CERTIFICATION

ANTICIPATED INITIAL NEW YORK STATE TEACHER CERTIFICATION

Adolescence Social Studies Education, Grades 7-12 with Middle Childhood Extension to Grades 5, 6
Students with Disabilities, Grades 7-12

SAMPLE EDUCATION

EDUCATION

Bachelor of Science in History, May 20XX

(OR **Master of Science in Education**, May 20XX)

Adolescence Inclusive Social Studies Generalist Education Program

The College at Brockport, State University of New York, Brockport, NY

GPA 3.34, Dean's List All Semesters (**do not list if GPA is less than 3.0**)

Associate of Science in Liberal Arts, May 20XX

Monroe Community College, Rochester, NY, GPA 3.14, Dean's List All Semesters

SAMPLE FIELD EXPERIENCE

FIELD EXPERIENCE

Teacher Candidate, East Irondequoit CSD, Eastridge HS, Rochester, NY, Spring 20XX

- Corrected papers and tests; distributed class materials
- Assisted in facilitating tutorial sessions for Advancement Via Individual Determination (AVID) program
- Utilized guided learning techniques to help students work with their peers to answer their own questions

The remaining bullets are examples of activities/lessons that have been listed on previous resumes of Adolescence Inclusive Generalist teacher candidates. They are varied, well written and meant to help you develop appropriate examples to add to your resume based on your individual field experiences.

- Create an inclusive unit plan and teach at least one lesson using differentiated instruction
- Communicated regularly with teachers regarding students' progress and areas of concern
- Designed experiments and presented results
- Discussed and mastered best practices for STEM education
- Worked with middle school students to explore the wonders of nature
- Employed strategies in a special education setting to assist students with learning disabilities and emotional disorders
- Implemented lessons and created classroom materials that meet NYS standards
- Facilitated students in teacher led small groups; worked one-on-one with students who needed additional support
- Taught interactive lesson about the Transcendentalist movement using a Smart Board
- Co-taught and taught multiple lessons individually
- Dissected word problems and showed their application to real-life situations
- Viewed the Individualized Education Plans (IEPs) of some students to gain an understanding of their needs

SAMPLE RELATED EXPERIENCE

RELATED EXPERIENCE *(Include things in this section that are related to working with children. Follow the same format as you did with your Field Experience section)*

Summer Camp Counselor, Monroe County ARC, Rochester, NY, Summers 20XX-20XX

- Worked with children ages 6-12 years old with various developmental disabilities
- Developed recreational and educational activities and organized field trips

Volunteer, Webster Central School District, State Road ES, Webster, NY, 20XX

Senior Year of HS (grade 2)

- Created and executed a mathematics lesson using play money
- Worked with students to support instructional objectives
 - Administered weekly spelling exam and running reading records

SAMPLE EMPLOYMENT

EMPLOYMENT

Resident Advisor, The College at Brockport, Brockport, NY, 20XX-20XX Academic Year

- Supervised 24 students in residence hall as part of a team of 12 resident advisors
- Provided educational programming, campus information, safety and building security

Worked a variety of part-time jobs to help finance educational expenses, 20XX to present

SAMPLE ACTIVITIES

ACTIVITIES

Member, Future Educator's Club, 20XX-present

Member, Kappa Delta Pi, International Honor Society in Education, 20XX-present

RESUME SUBMISSION CHECKLIST

Use the checklist below before submitting your resume for field experience or student teaching:

- I have read *Resume Writing Success* and followed the guidelines suggested.
- My resume is on one page, unless I have enough experience to fill **at least** one and a half pages, but **no more than two pages**.
- My name, address, phone number and e-mail address are on the resume. If my resume is two pages long, I have included my name and “page 2” on the top of the second page.
- I have followed the example on the sample resume to correctly word my certification and education.
- I have listed previous field experience placements.
- I have listed my current Brockport degree program and expected graduation date (May, August, or December 20XX).
- I have checked my grammar, punctuation, and spelling, and my resume is error-free.
- My education and experience are presented in reverse chronological order (*most recent first*).
- I have been consistent with formatting, indenting, bullets, bolding, underlining and presentation of dates. (Dates are either December 2018 format or 12/2018, but not mixed in format)
- I have used short action phrases instead of complete sentences or paragraphs.
- I did NOT use the word “I” to begin bulleted items, or in any other section of the resume.
- I did **not** list the names of references, or of supervisors that have worked with me on my resume. I did not list street addresses or zip codes for places of employment on my resume.