

RESUME WRITING SUCCESS

For Teacher Candidates in the Childhood Inclusive Education Program

Teacher candidates 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 “T” 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 and phone, 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.**
- Until you receive your official certification, just use the word “anticipated” in the heading.

EDUCATION: *Be sure to include all college-level degrees, with 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

Ivana B. Atechur

iatec2@brockport.edu

(585) 798-0115

College Address (if different than permanent)

350 New Campus Drive, Townhome 200
Brockport, NY 14420

Permanent Address

14384 Gulf Street
Medina, NY 14103

SAMPLE TEACHER CERTIFICATION

ANTICIPATED TEACHER CERTIFICATIONS: Initial New York State Certification

Childhood Education, Grades 1-6

Students with Disabilities, Grades 1-6

Health Education, Pre K-12 (if applicable)

Bilingual Education Extension, Pre K-12 (if applicable)

SAMPLE EDUCATION

EDUCATION

Bachelor of Science in *list your major here (English/Health Science/etc.),* May (or August/December) 20XX

Childhood Inclusive Education Program

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

GPA 3.92 (only list if 3.0 or higher)

Kappa Delta Pi International Honor Society in Education, 20XX to present (if applicable)

Sigma Tau Delta Honor Society, 20XX to present (if applicable)

Dean's List with Honors all semesters (don't list if only achieved one semester)

Associate of Science in Liberal Arts, May 20XX (if applicable)

Monroe Community College, Rochester, NY

SAMPLE FIELD EXPERIENCE

FIELD EXPERIENCE [*Note: The sample experiences in this section are typical based on Phase III, II, or I course requirements. The Fall 2015 example below is for EDI 417/424/425 (Phase III)].

District (i.e. Hilton CSD), **School** (i.e. Northwood ES), **City** (i.e. Hilton), **State** (i.e. NY) (or To Be Determined)

Semester (i.e. Fall 2015) (50 hours - grade 3 inclusive classroom)

- Plan and teach an inquiry-based science lesson and a problem-based math lesson
- Conduct pre-test and post-test for math and science lessons to evaluate the impact on students' understanding
- Work with a single student and create five to seven individual tutoring lessons in literacy with one lesson involving a small group

The remaining bullets are **examples** of activities/lessons that have been listed on previous resumes of Childhood Inclusive 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.

- Assisted teacher in monitoring students with mild to severe disabilities including ADHD and autism
- Taught addition and subtraction with regrouping
- Administered a Running Reading Record to a student at a grade 2 reading level
- Taught a lesson on the geography of Modern Europe showing students how to locate continents, countries, cities/states, and capitals and discussed peninsulas and mountains
- Created a classroom bulletin board about springtime including artwork done by the students
- Viewed the Individualized Education Plans (IEPs) of some students in order to gain a better understanding of an individual's special needs
- Worked with individual students and in small groups

- Taught a science lesson on parts of the human body with the use of puppetry
- Taught multiplication by single and double digits using decomposition method
- Worked on individual reading skills - pronunciation and understanding new words
- Created a classroom bulletin board about reading successes at home
- Actively participated in school events including open houses and grade level meetings

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, State Road ES, Webster Central School District, Webster, NY

201XX 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 *(List details of significant accomplishments or things that could be relevant to teaching, otherwise just list the job title, place, city, state and dates)*

Substitute Teacher, Albion Central School District, Albion, NY

20XX-present

- Work with students with and without special needs K-12
- Maintain classroom atmosphere and carry out plans as instructed by teacher

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

20XX-present

- Supervise 24 students in residence hall as part of a team of 12 resident advisors
- Provide educational programming, campus information, safety and building security
- Provide advisement and information as needed

SAMPLE ACTIVITIES/AWARDS

ACTIVITIES/AWARDS

Member, Future Educator's Club, The College at Brockport, Spring 20XX - present

Member, Health Science Club, The College at Brockport, Fall 20XX – present

Juvenile Diabetes Research Foundations Walk for a Cure, Spring 20XX

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 ALL 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 May 2018 format or 5/2018, 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. I did not list street addresses or zip codes for places of employment on my resume.