

Resumes for Educators

Career Development Center
Minnesota State University,
Mankato

209 Wigley Administration Center
389-6061

www.mnsu.edu/cdc



After the presentation today you will:

- Understand the basics of resume writing
- Know how to effectively include your teaching-related experiences in your resume
- Be able to put together, improve, or update your resume
- Know about resources available to assist you with resume writing and the job search

Take out your resume!!

- Make notes!
- Ask questions!



What is a resume and how is it used?

- A resume markets who you are—think about what the school district or employer would want to know about you
- It includes your skills, experience, and achievements, especially related to teaching
- It is designed to stimulate an employer's interest in offering you an interview

Contents of a resume

- Contact information
- Career Objective
- Education
- Experience
- Activities/Interests/Honors/Awards
- Skills/Technical Skills (field-specific)
- Reference information (separate sheet)

Contact Information

- Name: Make it big! Bigger than the rest of the resume!
- Address(es), phone number(s), e-mail, professional website address. Your goal is to make it easy for the employer to reach you.
- You may use graphics, boxes, underlines, etc. to set this section off from the rest of the resume.
- Keep it professional!
- See the *CDC Job Search Handbook* on page 14 for more information and the samples on pages 49-64 for ideas.

Contact Information Samples

John L. Smith

Present Address:

21 Campus View Street West #6
Mankato, MN 56001
(507) 555-1111
(507)382-5555 (cell)

Permanent Address:

3000 Chandler Ct.
Oakdale, MN 55128
(651) 333-2222

john.smith@mankato.msus.edu

John L. Smith

21 Campus View Street West #6 · Mankato, MN 56001 (507) 555-1111 john.smith@mankato.msus.edu

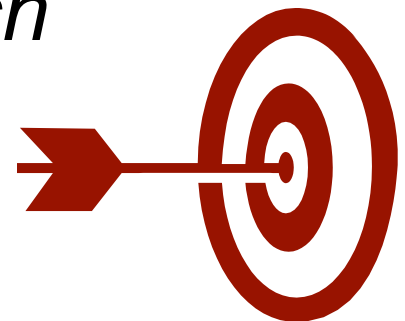
John L. Smith

21 Campus View Street West #6 · Mankato, MN 56001 · 507.555.1111

john.smith@mankato.msus.edu

Objective

- Brief explanation (2 lines or less) of your interests and intent.
- Does NOT need to be a full sentence.
- Think of this as your “job target”.
- Watch out for flowery or meaningless language
- Page 14 of *CDC Job Search Handbook*.





Sample Objectives

To obtain an elementary classroom position in a progressive school district

Seeking a challenging position teaching English as a Second Language in a secondary or middle school

Art teacher-elementary grades, K-6

Elementary General Music (K-6)

Education

Education

- Degree, name of institution(s), location, major (s), minor(s), graduation date, GPA (3.0+)
- You may use this section to list scholarships, study abroad, honors, awards, related coursework
- List in reverse chronological order (most recent first)
- Generally, include transfer institutions only if 2 semesters+ as full-time student or more
- Page 16 of *CDC Job Search Handbook*

Sample Education Sections

Bachelor of Science Degree, Teaching

Minnesota State University, Mankato

Major: Music Education

Specialization: Vocal/General Music
(K-12)

Scholarship

- Dean's List

May 2004
Mankato, MN

GPA 3.7

- President's Academic

Minnesota State University, Mankato

Bachelor of Science Degree (Teaching)

Major: Music Education Specialization: Vocal

Mankato, MN

May 2004

GPA 3.7/4.0

Bachelor of Science Degree (Teaching)

Art Education Major

Minnesota State University, Mankato

May 2004

Experience

- Job title, name of organization or company, location, dates, tasks, and accomplishments
- May include volunteering, internships, field/clinical experiences, part-time or summer jobs, etc.
- **IMPORTANT:** Include your student teaching & other clinical experiences
- Reverse chronological order (within each category if experience is more than one)
- Pages 17-19 of *CDC Job Search Handbook*



Experience/Work History

Ideas for section titles

General:

- Work Experience
- Work History
- Experience
- Employment History

Specific:

- Related or Teaching Experience
- Volunteer Experience
- Education-related Experience
- Professional Experience



Relevant Experience/Work History Samples

Student Teacher

August 2004-November 2004

Johnson Elementary, Minneapolis MN

- Assisted with assorted classroom duties in second grade classroom of 27 students.
- Drafted lesson plans, developed classroom activities, and graded assignments.
- Designed and taught a week long Science unit on the Solar System and a two week reading unit using Dr. Seuss stories.

Skating Coach

September 2002-April 2004

All Seasons Ice Arena, Mankato, MN

- Developed innovative teaching techniques to keep students focused and motivated
- Coached class sizes up to 15 students on figure skating skills
- Measured students progress and ability levels on an individual basis

Field Experiences,

September 2002-May 2002

District #77 Schools, Mankato, MN

- Third Grade-skills development in reading and writing, Monroe Elementary
- Middle School-microteaching in Mathematics, Dakota Meadows Middle School
- High School-observed and led lessons in social studies, Mankato West High School

Activities/Interests/Honors/ Awards

- Membership or leadership experience
- Athletic participation
- Scholarships, awards, honor societies
- Involvement with children
- Use a title for this category that is relevant to the experiences you are listing
- Page 20 of *CDC Job Search Handbook*

Activities/Interests/ Honors/Awards *Samples...*

Activities and Honors

- Science Fair and Special Olympics Volunteer
- Student Member, Minnesota Education Association
- Swim Instructor, Mankato YMCA
- Pediatrics Volunteer, ISJ Hospital
- Minneapolis Pen Pal Partner Program, Summers 2002-2004

Achievements

- John Smith Academic Achievement Scholarship 2004
- Achievement in Natural Sciences Award 2003
- Outstanding Biology Student 2002
- Dean's List
- YMCA Big Brother volunteer 2002-2004

Skills

- An optional section where you can include technology skills and other important or unique skills that you may have to offer an employer such as additional languages



References

Attach separate sheet with names and contact info for references

- Pages 26 & 74 of *CDC Job Search Handbook*
- Typical number of references is 3-5
- Ask faculty or staff members, your cooperating teacher, your University supervisor, anyone who can speak positively about your teaching abilities, as well as part-time employers in fields other than teaching
- Start to establish and nurture relationships with potential references **NOW**, so when the time comes, you are prepared!

General Resume Guidelines

- Free of errors (DO NOT rely on spell check!)
- Short phrases, not complete sentences
- No personal pronouns such as “I” “me” “my”
- Use action words (page 23 of *CDC Job Search Handbook*)
- Be aware of margins and spacing. Balance text and white space.
- Use a uniform font

More General Resume Guidelines

- Complete a rough draft and have it critiqued!
- Omit personal information
- Limit resume to one or two (full) pages
- Print on heavy paper - white or light color
- In most cases, eliminate high school information



Resume Resources

- *CDC QUICK STOP:*
 - Monday through Thursday 12-3
 - No appointment needed—first come, first served
 - Designed for quick feedback & Career Development questions.
- *Individual Resume Review by CDC Staff:* Call 389-6061 to schedule. More in-depth review.
- Teacher resume samples in *CDC Job Search Handbook* pages 50 & 52-53.
- Ask other people, especially in education, to look at your resume.

Your CDC Contact:

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