

PRESENTING RESUME CONTENT EFFECTIVELY TO PRINCIPALS

Success Criteria for a Teaching Resume

When writing your resume, it is important to be concise and highlight your most relevant accomplishments. Your resume should contain only pertinent and relevant information. It should also demonstrate effective and succinct writing and maintain consistent and accessible formatting. You should have at least two people proofread your resume to ensure your resume is error-free. Lastly, your resume should not exceed one page (unless you have extensive relevant experience, in which case it could be a [maximum of two pages](#)).

Contact Information and Certification

- Be sure that your name and contact information are bolded at the top of your resume.
- Provide a professional email address. When in doubt, create an email address using your first and last name. It should not sound childish or comical. Be sure to also check your email frequently. If you use a university address, ensure that it will not expire.
- Ensure that a principal will get a good impression of you if they call the number listed on your resume. Record a clear and succinct voicemail message.
- List your certification near the top of your resume. If you have more than one certification, each of these should be listed. Example: New York State Initial Certification: Childhood Education (1-6), Students with Disabilities (1-6). If you have a certification in progress, include the certification and the expected completion date.

Education

- List graduate and undergraduate institutions in reverse-chronological order followed by non-degree programs and additional coursework (such as semesters abroad or work-related certification programs).
- Include academic honors where applicable.
- Only list undergraduate college clubs or activities if you are a recent graduate and they emphasize experience with children, leadership roles, or relate to your subject area.

Related and Professional Experience

- Be sure to include all work experience that is relevant to your experience with children and in the classroom.
- List work experience in reverse chronological order and include specific accomplishments, and where applicable, measurable achievements for each position.
- For non-education experience, describe the skills used that are most transferable to teaching: training and mentoring, leadership, data analysis, and experience related to your content area. Emphasize management and collaborative experience--it is useful for classroom management, school leadership, and school culture building. Detail any community outreach you have conducted in previous positions, as that is an integral part of your role as an educator
- If you have experience with specific curricula or assessments, say so. For example, explain how you have used programs like Balanced Literacy, Everyday Math, the Workshop Model, Understanding by Design, Literature Circles, Running Records, etc.
- If you have data that shows how you have made academic gains with students in the past, say so. For example, describe how you helped students move two grade levels in reading as measured by Running Records, or explain that you increased your students' mastery of multiplication tables by 200% during a six week math unit. Only share quantifiable data like this if you have it.

Skills and Interests

- List skills and interests that are relevant to your experience in the classroom and your ability to teach.
- You should also include tangible skills such as [computer skills](#), software skills, and/or language skills.
- Include your hobbies and/or interests, such as sports, arts & crafts, etc. These can help you stand out to a hiring manager, and paint a broader picture of who you are and what you can bring to the school community.