

Teacher Education Professional Development Guide

As you finish your teacher education degree and begin to embark on your job search into the teaching profession, you will need a well-polished resume, cover letter, and reference page prepared to send out. Although there are no set rules in developing this professional package, there are specific guidelines to consider. The following information is best practices and standards to make your resume package stand out and be noticed. The main goal of a resume is to lead to an interview. On average employers take 30 seconds to look at a resume, so it is important that your resume is intentional and well-structured to make an impact.

Design: The main guideline for design is professionalism. Although you are entering a very creative and innovative field, the resume is intended to demonstrate your professional attitude and persona. The resume should use bullets and white space and should exclude pictures, color or designs. You can share your creativity in the interview, but first you need to prove that you are a professional.

Content: The content is the proving ground that you are qualified for the position. Teaching experience is the primary focus of an education resume, but other experiences that demonstrate necessary qualities for the job are important to share also. Before you begin fashioning your resume, look at the job description to decide the most important skills to detail in your resume. The main question to ask for the content included is, “Is this relevant to this job?”

Formatting: The structure of the resume allows the employer to take a quick glance at your information and make an accurate assessment of your qualifications. Several areas will be beneficial in creating a succinct presentation.

- **Length:** The preferred length of a standard new graduate resume is one page. It provides a quick look over all of your skills and professional qualities. The standard criteria are 1 page for every 5-7 years of experience. The secret to keeping it short is to only include the most relevant experiences and skills.
- **Consistency:** The use of bold, italics and spacing should be consistent throughout your resume and used to highlight important aspects. Check and make sure that everything lines up correctly and is clean and crisp throughout.
- **Order:** Within each section, your experience should be listed in reverse chronological order beginning with the most recent going back in time.

- **Bullet Points:** In detailing the skills developed and demonstrated, there should be bulleted phrases showing action, experience and positive results. The phrase begins with an action verb, excluding any personal pronouns. Avoid introductory or wind-up phrases such as, “responsible for”, or “My duties included”. Fashion your bullets to detail accomplishments, quantify outcomes and not just listing the duties of the job itself. Since the phrases are not true sentences, periods are optional at the end of the phrase. If you do use them, they will need to be throughout the resume.
- **Margins:** Standard practices for margins are between .8 inches to 1.5.
- **Font:** You will need to use a conventional font so that it is easy on the hiring manager’s eyes. Times New Roman, Arial and Courier New are the standard fonts used.
- **Paper Quality:** Whenever sending in a resume or presenting one in person, you always want to have it printed on resume paper. Resume paper is a heavier high quality paper, usually 24-32 lbs. White or a lighter color is best to use, excluding any paper that has specks or markings since it could copy to look like dirt. Use a laser printer to create the resume to avoid bleeding or smears. You will want to use the same paper for the cover letter, reference page, and I would probably have a card to send (a thank you note). Make sure you bring 3-5 sets of all of these to the interview in case you are called to a panel interview. Take this as an opportunity to present yourself as prepared and professional.
- **Accuracy:** Above all the guidelines, accuracy and correct grammar, punctuation and spelling are crucial for the professional teacher. Ensure your resume is 100% accurate by having several people check your resume, cover letter and reference page. Edit as many times as needed before you send the finalized document. The Career Center is available for resume critiques at any time and can easily be uploaded through our website and sent to them for your review.

Sections for the Teacher Education Resume:

Contact Information: First and last name with a font size that is 16-18 font. In normal font, your street address, city, state and zip code; your phone number and professional email address. Omit any other personal information such as marital status or private information.

Objective: An objective is not a requirement on a resume, but some schools prefer to see it so that they know the grade level that you are applying for. If you do include an objective, you need to mention the field and/or position that you are applying for and the skills implemented. Only mention one field for each resume and write the objective tailored toward the position or employer.

Certification: List all certifications in reverse chronological order, listing also those that you are expected to receive. Also list all endorsements you expect.

Education: Write out the full name of the degree that you received or expect to receive also listing Concentrations and Minors. Write the Institution, city and state, and the (expected) Graduation month and year. All degrees are to be written in singular form such as Bachelor or Master of Arts. . The GPA can be included on the resume if it is a 3.5 or higher. You may also consider including Relevant Coursework, Honors or Academic Awards, and Clubs.

Experience

For a teaching position, your primary focus for the resume will be teaching experiences including student teaching, practicums, and even volunteer teaching experiences. Fashion your resume to emphasize the skills needed in the teaching profession. Choose the most concrete, relevant experiences. After each listing, you will bullet point detailing your experience more fully. Fashioning a bullet point is addressed on page 4. Make sure that your experiences are listed in reverse chronological order.

Teaching Experience: This section will directly follow your education and will take up the most space on your resume as the most relevant toward your career. Include classroom management skills, teaching styles and specific lesson plans that you were able to lead or implement in your student teaching and/or practicums. Quantify and show results as much as possible. Use page 4 as a guide for developing this section.

Field Experience: You can include just a few field experiences where you played a direct and active role in the classroom and with the students. Remember to share relevant information toward the job that you are applying for.

Other Work/Professional Experience: Some experiences may not be directly teaching, but may have developed vital skills that transfer into the teaching profession. Choose paid and unpaid positions that you have held that highlight those skills in the best way. Some examples are coach, nanny, camp counselor, tutor, etc.

Optional Sections: These are optional and not required to be on your resume: Volunteer/community service, Leadership Experience, Professional Development, Honors/Activities, and Special Skills and Interests.

Constructing a Bullet Point

The purpose of a resume is to show your qualifications for the job that you are applying for. Your goal is not just to state your accomplishments and capabilities, but to prove them. This can be done through accomplishment statements. Accomplishment statements addresses what you did in your job, how you did it, and the results of your actions. These statements should be very succinct and relevant to the skills needed for the job you are seeking.

Follow this basic formula:

Action Verb – Example- Result

Action Verb: Begin each bullet with an action verb. Avoid beginning such as “responsible for” or passive verbs that do not show initiative. Make sure you diversify your verb use to avoid redundancy. An action verb list is at the end of this packet.

Sample of bullet with Action verb

- Prepare and teach

Example: After the action verb, be specific about what you did in the job, what was the skill that was developed or demonstrated.

Sample of bullet with Action verb and example

- Prepare and teach lesson plans

Result: What was the result of your action and skill? Be specific about the positive outcome of your actions. If you are able to quantify the results do so, such as percentage increase or number of students or classes. This gives the reader a more accurate and vivid picture of the measure of the accomplishment.

Sample of bullet with action verb, example, and result

- Prepare and teach six lesson plans daily for all fifth grade subjects

EDUCATION BUZZ WORDS

Within the teacher career, certain words are prevalent and should be included appropriately in a resume. Knowing the school and its mission that you are applying to work is important in using words that are aligned with their philosophy. Make sure that the word is not just added in to be seen but is proven in the body of the resume. Below is a list of words that can be focused on and included in your resume.

Balanced Literacy
Cooperative Learning
Critical Thinking
Developmentally appropriate practice
(specifically for Pre-K)
Differentiated instruction
ESL/ELL Students
Guided reading
IEP (Individual Education Plan)
Interactive exercises

Interdisciplinary learning
Literacy (Literature) circles
Manipulative
Modified instruction
Multi-cultural instruction
Peer teaching
Response to Intervention (RtI)
Student centers
Team teaching
Thematic unit

Career Center Education Resources

The Liberty Career Center is available for you to develop your professional skills and assist you in creating some action steps for your career plan.

Career Assessment: Making a decision about your career path is an important and sometimes confusing process. The Career Center offers resources and Career Counselors to help you make intentional choices during your academic career. **FOCUS 2** is a career assessment tool free to all Liberty students that will help you process your options, consider your skills and needed improvements and propose action plans to implement while you are in college. Going over your FOCUS 2 results will help you solidify your actions and give you confidence in making your career decisions. FOCUS 2 and appointment request are available on our website: www.liberty.edu/focus2

Resume/Curriculum Vitae Workshops: Resume and Curriculum Vitae workshops are given throughout the fall, spring and summer semesters. Please visit the Career Center website at www.liberty.edu/careers to find a calendar of events.

Resume Critiques: As you develop your resume, you should always have at least one other person give you feedback before you submit it. The Career Center offers free resume critiques by uploading your resume to send to us. If you feel like you need just a little more personalized instruction, we offer walk-in hours with 15 minute sessions on select days for your convenience. See our website for walk-in times and to submit your resume for critique.

Professional Development Services: The Career Center is available for all of your professional development needs. We assist in mock interviews- both one on one and panel interviews; teach job search and networking techniques; and aid in graduate school preparations. Contact us through the Career Center website at www.liberty.edu/careers to make an appointment.

Jan B. Teacher

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Nashville, TN

(434) 555-5555
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Professional Skills Profile

- Classroom Teaching Experience
- Attention to Detail/Multitasking
- Behavior Management/Problem Solver
- Curriculum Development/Assessment
- Proficient in French
- Strong Computer Skills
- CPR Certified
- Curriculum Integration/Hands on Experience
- Communication Skills with Parents/Students
- Experience with Special Needs

Education

Bachelor of Science, Liberty University, Lynchburg, VA, *Anticipated* May 2013

- Major: Elementary Education Integrated Studies: Social Science
- Current GPA: 3.85/4.00
- **Certification: Elementary, June 2013**
- Honors: Dean's List ; Kappa Delta Pi Honor Society
- Computer Skills: Microsoft Office Suite 2010

University of New Orleans, New Orleans, LA

- *Study Abroad - Paris, France* Summer 2009
- Earned six hours course credit in European history and culture

Teaching Experience

Fifth Grade Student Teacher, Eastview Elementary School, Lynchburg, VA, October 2010-Present

- Prepare and teach lesson plans in all fifth grade subjects
- Manage a class of up to 20 students, six classes a day
- Plan and implement ecology unit integrating all areas of curriculum
- Emphasize hands-on experiments and use of scientific method for problem solving
- Track students' progress and communicate results to parents

Sixth Grade Student Teacher, Westbrook Elementary School, Lynchburg, VA, August-October 2011

- Developed and taught European history module to sixth grade students
- Integrated computer software into module
- Graded papers and projects, providing students with written and verbal feedback
- Worked individually with child with autism resulting in higher grades and self-confidence

Childcare Provider, Christ United Methodist Childcare Center, Brentwood, TN, Summer 2010-2011

- Cared for group of 10 children ages six through eight
- Organized and supervised fieldtrips to local attractions
- Developed and implemented activities based on literacy and physical activity

Leadership Experience

Brownie Scout Leader, Girl Scouts of America, Lynchburg, VA, August 2009 - Present

- Annually organize troop of 15-18 inner city Brownie Scouts
- Lead troop in all activities, including overnight trips to Girl Scout camp
- Supervise management of funds, including money from annual cookie sales

SPECIAL D. EDUCATOR

17 N. Ridgeview, Apt. #472 • Lynchburg, VA 24504
(777) 123-0101 • ededucator@liberty.edu

Professional Skills Profile

- Diagnostic Measurement/Evaluation
 - Teaching Methods for Exceptional Children
 - Curriculum Development
 - Technology Integration & Inclusive Classrooms
 - Fluent in Spanish
 - Oral & Written Communication
 - Microsoft Office Suite 2010
-

Relevant Experience

Fifth Grade Student Teacher, *R.S. Payne Elementary*, Lynchburg, VA
August 2011 – May 2012

- Instructed 21 students with special learning requirements in grades K-5 in a resource room setting
- Integrated special learning approaches for students encircling self-questioning, practice and review, organization, and cognitive behavior modification
- Attended faculty meetings to review and evaluate teaching methods
- Utilized computers in the classroom as part of the learning experience

Instructional Assistant, *R.S. Payne Elementary*, Lynchburg, VA
May 2010 – August 2011

- Supported students with BD, DD, SLD, and ED in general education classrooms
- Collaborated with lead teacher in the self-contained classroom background
- Helped in the classroom organization, developed lessons, designed and evaluated progress of the students

Substitute Teacher, *Laurens County School District 55*, Laurens, SC
January 2009 – June 2009

- Provided instruction in special and general education classrooms, pre-kindergarten through high school
 - Maintained a positive learning environment by implementing behavioral management strategies
-

Education & Credentials

BS in Special Education Integrated Studies, Liberty University, Lynchburg, VA
May 2012

- **Certifications:** Dual Endorsement in Special Education & Elementary Education, Anticipated January 2013
- **GPA:** 3.56, **GPA in Major:** 3.8
- **Honors:** Kappa Delta Pi Honor Society since 2010

Affiliations

Counsel for Exceptional Children, January 2012 - Present

Volunteer Experience

Mentor, Boys & Girls Club of Central Virginia, Lynchburg, VA, June 2010 - Present
Peer Leader, Liberty University, Lynchburg, VA, August 2009 – May 2010

New Teacher

434-258-4417 * 123 S. Main Street Las Cruces, NM 12345 * nteacher@liberty.edu

Professional Skills Profile

- Interpersonal skills
- Highly organized, able to multi-task and accomplish multiple objectives
- Professional demeanor and attentive to detail
- Experience with Special Needs
- CPR Certified
- Successful leader, equally effective as member of a team
- Proficient in Spanish

Education

M.A. in Teaching, Elementary Education
Liberty University, Lynchburg, VA Anticipated May 2013

B.A. in Communication,
University of California, San Diego, CA May 2010
GPA: 3.9/4.0

Honors & Awards

Magna Cum Laude, Dean's list (6 of 8 semesters)
Omicron Delta Kappa, National Leadership Honors Society
Collegiate Leadership Internship Program Grant August 2010
The Jill Jones Leadership Award April 2012

Student Teaching

Substitute Creative Writing Teacher January –June 2012
Las Cruces Elementary School Las Cruces, NM

- Strengthened students' writing and analytical skills by developing team-based word guessing games
- Motivated students and encouraged interaction by storytelling
- Tutored and mentored students after school hours and worked closely with parents on the management of their child's homework assignments
- Created clear, comprehensive rubrics for students to use as a guide and provided assessment for student work

Other Work Experience

Private Tutor September 2010-Present
The Walton Family Lynchburg, VA

- Provide one-on-one tutoring for child with learning disabilities
- Assist with homework and test preparation
- Raised child's grade from a D average to a B+, making honor roll

Greeter Summer 2010
Walt Disney World Orlando, FL

- Assisted guests with directions and provided guidance on attractions
- Outstanding Guest Care Award, July 2010

Volunteer Activities

Organizer, Jefferson County Relay for Life, 2008, 2009, 2010
Umpire, Las Cruces Little League, 2012
Facilitator, Phi Kappa Tau National Fraternity
Fundraiser, LU Alumni Association

SUSAN COUNSELOR

scounselor@gmail.com

555-123-4567

555 School Ave • Pasadena, CA 91106

PROFESSIONAL QUALIFICATIONS

- Strong Communication/Interpersonal Skills
- Coaching & Mentoring
- Testing & Assessment
- Leadership/Teaching Experience
- School Promotions
- Positive Parent/Student Communication
- Crisis Counseling
- Instructional Design
- Program Development
- Training & Presentation

EDUCATION

M.Ed. School Counseling, Liberty University, Lynchburg, VA, May 2010

Honors: **Summa cum Laude**

Graduate Assistant to Departmental Chair

Bachelor of Arts, Psychology, Minnesota State University, Mankato, MN, May 2007

Honors: **Summa cum Laude**

1st place Thesis, Undergraduate Symposium for Research/Writing

Board Member, Minnesota State Human Relations Board

PROFESSIONAL SCHOOL EXPERIENCE

School Counselor, *Pasadena City School*, Pasadena, CA (May 2010 - Present)

- Started as Intern and offered full-time position within 3 months

Individual Counseling

- Work independently to plan and deliver customized counseling, support and educational programs to meet the needs of an increasingly diverse student population
- Respond to emergency situations and provide crisis intervention as necessary
- Successfully guide students in defining and selecting career/academic options through coaching, mentoring, value exploration and skills/values assessment

Classroom Guidance

- Co-developed a Studying Skills curriculum. Taught over a 6 week period classes on organization, studying basics, importance of education and learning styles
- Promoted and supervised an Anti-Bullying program. Taught parents and student classes on bullying, cyber bullying, and appropriate actions to bullying

School Teams

- Participated in weekly teachers' meeting on student classroom performance and behavior
- Met with teachers individually to assess student's behavior and to offer classroom advice and support
- Identify staff training needs and provide peer-group educational programs to enhance the skills and competencies of school counseling team

AFFILIATIONS

Membership in American School Counselor Association (ASCA)

Membership in California Association of School Counselors (CASC)

OTHER WORK EXPERIENCE

Summer Camp Assistant, California Day School, Pasadena, CA, Summer 2007, 2008

Waitress, Chili's Restaurant, Pasadena, CA, September 2006-2009

Master Educator

meducator@gmail

123 Anyplace Ave

Denver, CO 91111

444-444-4444

Career Profile

SECONDARY SCHOOL TEACHER & COACH

Language Arts, ESOL, Alternative Education, Special Education

Educator with 10+ years' experience in the design, development and instruction of innovative programs, curricula and instructional methodologies. Successful across a broad cross-section of student populations, from at-risk learners in a large public school system to high-achievers at an affluent private school. Active member, leader and contributor to each academic community. Qualifications include:

Educational Programming & Design
Coaching, Team Building & Team Leadership
Parent/Teacher/Administrator Conferencing
Fundraising, Public Relations & Publicity

Instructional Resources & Learning Aids
Special Events Planning & Administration
Student/School Needs Assessment
IEP Design & Implementation

Recognized for integrity, excellence, initiative and enthusiasm. A true motivator and student/faculty ally.

Education

M.Ed., Teaching & Learning, Liberty University, Lynchburg, VA, 2012

B.A., English, University of Colorado, Boulder, CO, 1996

Research Fellowship in Writers of the American Renaissance

National Leadership Fraternity; Student Government Cabinet

Recent Continuing Professional Education:

- CO Annual TESOL Conference, Symposia for Teachers of English to Speakers of Other Languages, 2011
- Graduate Studies in ESOL Curriculum & Methods, Cheyenne University, Cheyenne, WY, 2009
- Classroom Leadership, Central Colorado Community College, Davenport, CO, 2008

Professional Teaching Experience

Teacher - ESOL, Special Education and Alternative Education, Bland County Public Schools, Denver, CO
2000 to Present

Member of professional teaching staff of 8000-student public school system. Instrumental in building the programs and curricula to support the needs of a new and more diverse student population. Function in three distinct roles within the educational community, each emphasizing design, development and leadership of unique instructional programs for individuals, small groups and entire classes.

- **ESOL (K-12) Teacher.** Direct student assessment, placement, curriculum development, instruction and administration of ESOL program at eight County schools
- **Alternative Education/GED Teacher.** Teach General Educational Development class for at-risk students. Subject areas include Writing, Social Studies, Sciences, Literature and Mathematics
- **Special Education Teacher.** Teach grade-level curricula for vocational school, alternative education and homebound students with learning disabilities and behavioral problems. Developed/taught study skills program to Vo-Tech students at the County's Science & Technology Center

Teacher - English Literature and Composition / Coach, St. Henry School, Boulder, CO

1996 to 2000

Taught 9th, 10th and 12th grade English Literature and Composition at this affluent private boys' school. Active member and contributor to community

- Head coach of varsity soccer and coach of JV lacrosse. Organized rugby team
- Sponsored Students' Outdoor Club and planned hiking, rock-climbing and other recreational activities
- Appointed Ad Hoc Cultural Affairs Coordinator responsible for coordinating off-campus cultural events
- Managed on-campus woodworking shop, all tools and equipment and student safety programs

Coaching and Athletic Experience

Bland County Special Olympics

- **Coach & Coordinator** for six years. Transitioned program from strictly track & field into county-wide youth and adult program with year-round athletics. Introduced basketball, gymnastics, power-lifting, swimming, softball and equestrian events. Directed volunteer recruitment and training, special event planning, public relations, fundraising and all administrative functions.

Rugby Football

- **Competitive Rugby Player/Captain/Tournament Director**, University of Colorado
- **Coach & Referee**, Division III Men's and Women's Tournaments

Soccer

- **Soccer Coach**, St. Henry School – Led team to 1st winning season in 10 years.
- **Graduate**, US National Junior Team Coaches' Clinic
- **Youth Soccer Coach/Trainer**, Bland County, CO

Profile

Affiliations	Member, State of Colorado Teachers of English for Speakers of Other Languages Building Representative, National Education Association Delegate, Colorado Education Association
Journalism	Managing Editor & Editorial Writer – High School Newspaper
Theater	Member, Thespian Society. Active in local adult and children's theater