

# RESUME BREAKDOWN - SCHOOL OF EDUCATION

\*10-12pt. Font \*Avoid using resume templates \*Margins can be 0.5"-1" \*Education resumes may be 1-2 pages

## NAME (18-24 pt. font)

School and/or home address

Professional email (TCNJ address recommended)

Phone number

Optional: Links to professional website, LinkedIn or portfolio

### **Objective:**

An objective is a 1-2 line statement that states the position you are seeking (e.g. classroom teacher, special education teacher, school counselor), in the specific type of work environment (e.g. inclusion classroom, Montessori school, Responsive Classroom), and ~3 skills/learning theories that you can utilize/apply (note: consider the main points of your teaching philosophy). *Avoid using personal pronouns on your resume.*

### **Education:**

**The College of New Jersey (TCNJ), Ewing, NJ**

Graduation month, year

Bachelor/Master of Arts/Science \_\_\_\_\_, Specialization: \_\_\_\_\_

Minor: \_\_\_\_\_

GPA: x.xx out of 4.0 (if 3.0 or higher)

You may list your honors, awards and recognitions here

Abroad University/Community College, city, state/country, month, year

Study abroad in \_\_\_\_\_ OR Associate of Arts/Science in \_\_\_\_\_

### **Certifications:**

CEAS, Certification Area (e.g. Elementary Education), State of New Jersey, Summer 2022

PRAXIS exam \_\_\_\_\_ passed, month, year

New Jersey Substitute Teacher Credential, month, year

H.I.B. Certification, month, year

### **Teaching Experience:**

*Title of experience, School*, city, state, dates

- Classroom description: number of students, grade level, type of classroom (e.g. subject area, inclusion, inquiry-based, etc.), types of students (e.g. students with IEPs, ELLs, etc.)
- Lessons: kind/subject of lesson, delivery style, number of lessons (if unit), unique features, details about activities done, theories applied
- Also consider including technologies, curriculums, classroom management techniques, etc.
- Extras (e.g. collaboration, co-teaching, parent teacher conferences, school functions, book fairs, etc.)
- \*\*Remember to begin each statement with a strong action verb
- \*\*List only your most recent/relevant field experiences

### **Relevant Experience:**

*Position, Organization*, city, state, dates

- Remember to begin each statement with a strong action verb
- Use the present tense of the verb if for a position you currently hold that position and the past tense for a position that ended
- Use different action verbs for each description - try not to repeat
- Quantify where you can and use industry terms where possible
- Focus on results and impacts on the organization as well as job duties
- \*\* Consider experiences working with children, tutoring, substitute teaching, research, etc.

**Community/Campus Involvement and Leadership:**

*Position, Organization*, city, state, dates

- Remember to begin each statement with a strong action verb
- Describe accomplishments and duties if you held a leadership position
- Incorporate transferable skills when possible

**Skills:**

This section is for listing any language, computer or technical skills you possess.

Make sure to list your level of fluency (fluent vs conversational; familiar vs proficient).

\*\*Consider: classroom technologies, professional development trainings, position-specific skills