

Education Resume Tutorial

Your Name

Contact information: list your name, current *and* permanent address, telephone number, and e-mail address.

PROFESSIONAL OBJECTIVE (optional)

Employers want to know what you will do for them. The best objective statements are employer-centered and state what you can and will do for the employer. "A teaching/administrative position in (list areas and certification levels of education) with the opportunity to utilize ability in (list one or more primary skills or strengths) which will result in (an important expected employer outcome)."

EDUCATION and CERTIFICATION (most recent first)

List degrees, schools, locations, dates, highlights, grade point average (if impressive), majors and minors; **list certification areas clearly** (those you have or will obtain). List other relevant education or training experiences such as seminars, in-services or workshops if related to the objective.

TEACHING EXPERIENCE

Be sure to include your student teaching and university field experiences. You should also include other relevant experiences involving work with children. This section might include examples of teaching, coaching, counseling, or extra-curricular areas. Give names and locations of organizations and when the experience occurred. Include job titles and describe **what you did, how you did it and any positive outcomes.**

ADDITIONAL EXPERIENCE

This section may highlight paid, unpaid, civilian, military, or part-time employment. Give names and locations of organizations and when the experience occurred. Include job titles and describe the experience.

ACTIVITIES, HONORS, and ACHIEVEMENTS

You may want to create a section for volunteer, civic, and/or professional memberships. Name awards or scholarships you have received or special projects you have undertaken. Note writing or speaking activities, publications and/or significant research.

SPECIAL SKILLS

If you create an additional section, make sure the skills and accomplishments in it support your objective. Include computer skills, foreign language proficiency and other specialized knowledge.

REFERENCES and CREDENTIALS

For the student teaching application resume: Include names of site supervisors and university faculty supervisors for all field experiences.

For the professional resume: Select references from relevant volunteer, academic, employment, and other professional experiences who can attest to your qualifications and skills (*no* relatives please!). Provide name, title, address, telephone number for each reference writer on a separate reference list to accompany your resume. Ask permission to include a home phone number as well as professional phone number. List no name as a reference until you have that person's permission to do so. You may exclude a current employer if you do not want him or her to know

Content and Style

- Use short action phrases starting with past-tense action verbs.
- Do not use complete sentences.
- Avoid personal pronouns.
- Use facts, not opinions.
- Omit the date of preparation.
- Omit the mention of your desired salary or benefits.
- Do not include personal data that could be regarded negatively or be used in a discriminatory way (e.g. age, height, weight, gender, religion, ethnic origin, etc.)
- Never include a photograph.
- Keep your resume up to date.
- Check for correct grammar and consistent phrasing.
- Proofread carefully.
- Develop it with employer needs in mind.
- Be as concise as possible without selling yourself short.
(You are not necessarily restricted to one page.)

Formatting Tips

- Use popular, non-decorative type faces.
- Use a readable font style and size.
- Use light-colored, standardized (8-1/2 x 11"), good quality paper.
- Keep graphics simple if used.
- Be sure you have some white space.
- Be sure your name stands out.
- Place name on second or subsequent pages.
- Do not staple resume pages together.
- Use laser quality printer.

UNI Career Services is available to assist you with resume writing, job search strategies, self-managed credential files, and your career development.

Click our Web site for additional information.

www.uni.edu/careerservices/educators

To have your student teaching resume reviewed, you may schedule an individual appointment with peer advisors or professional staff.

UNI Career Services

102 Gilchrist Hall Cedar Falls, IA 50614-0384 Phone: (319) 273-6857 Fax: 319-273-6998

Email: education.placement@uni.edu

Action Verbs for Resume Writing

accomplished	delegated	instituted	reorganized
achieved	delivered	instructed	reported
acquired	demonstrated	interpreted	represented
adapted	distinguished	introduced	requested
adjusted	educated	invented	researched
administered	encouraged	investigated	restored
advised	enforced	issued	reviewed
analyzed	enlisted	learned	revised
applied	established	led	scheduled
arranged	evaluated	made	selected
assembled	examined	maintained	served
assisted	executed	managed	simplified
assumed	expanded	modified	solved
attained	expedited	motivated	specialized
attended	finalized	negotiated	stimulated
authored	formalized	perceived	strengthened
chaired	formulated	performed	studied
communicated	fostered	planned	submitted
compared	gathered	prepared	summarized
compiled	generated	prescribed	supervised
composed	guided	presented	supported
conceived	handled	processed	surveyed
conducted	hired	produced	systematized
constructed	implemented	programmed	trained
consulted	improved	promoted	translated
contributed	inaugurated	proposed	taught
controlled	increased	provided	updated
coordinated	individualized	qualified	utilized
counseled	influenced	recommended	wrote
created	initiated	reevaluated	
defined	installed	referred	

www.uni.edu/careerservices/educators

UNI Career Services

102 Gilchrist Hall (319) 273-6857 Monday-Friday 8 - 5

Suggested Headings for Ed. Resumes

OBJECTIVE
JOB OBJECTIVE
TEACHING OBJECTIVE
CAREER OBJECTIVE
PROFESSIONAL OBJECTIVE
POSITION DESIRED

EDUCATION
EDUCATIONAL BACKGROUND
EDUCATIONAL PREPARATION
ACADEMIC BACKGROUND
ACADEMIC TRAINING

SPECIAL TRAINING
CERTIFICATION
ENDORSEMENTS

AREAS OF KNOWLEDGE
AREAS OF EXPERIENCE
AREAS OF EXPERTISE
EDUCATIONAL HIGHLIGHTS
COURSE HIGHLIGHTS
BACKGROUND HIGHLIGHTS
CAREER HIGHLIGHTS
PROFESSIONAL SKILLS

STUDENT TEACHING EXPERIENCE
PRACTICUM EXPERIENCE
TEACHING EXPERIENCE
COACHING EXPERIENCE
EXPERIENCE SUMMARY
EXPERIENCE HIGHLIGHTS
PROFESSIONAL BACKGROUND

ACHIEVEMENTS
CAREER ACHIEVEMENTS
EMPLOYMENT
OTHER WORK
ADDITIONAL EXPERIENCE

PART TIME & SUMMER WORK EXPERIENCE
VOLUNTEER ACTIVITIES
CIVIC ACTIVITIES
PROFESSIONAL & COMMUNITY ACTIVITIES
COMMUNITY & OTHER ACTIVITIES

COLLEGE ACTIVITIES
ACTIVITIES & DISTINCTIONS
SPECIAL HONORS
COLLEGE DISTINCTIONS
HONORS & DISTINCTIONS
HONORS/AWARDS

MEMBERSHIPS
PROFESSIONAL MEMBERSHIPS
PROFESSIONAL AFFILIATIONS
PROFESSIONAL ORGANIZATIONS

SPECIAL TALENTS
LEISURE ACTIVITIES
SPECIAL SKILLS
INTERESTS
TRAVEL ABROAD
TRAVEL
LANGUAGE COMPETENCIES
MILITARY SERVICE

EXHIBITS
PUBLICATIONS
CURRENT RESEARCH INTERESTS
PRESENTATIONS
CONFERENCES ATTENDED

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