

# 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 you are seeking another position, or add "Resume submitted in confidence" at the top or bottom of the resume.

The availability of professional portfolio should be noted as a footnote centered at the bottom of the resume, if applicable.

## 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.

## Organization

Resumes are usually organized in reverse chronological order (most recent experiences are listed first). If you are interested in other formats, resume-writing resources may be found in the Career Library at the Career Center.

---

[www.uni.edu/careerservices](http://www.uni.edu/careerservices)  
**UNI** Career Services

214 East Bartlett (319) 273-6857

# 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](http://www.uni.edu/careerservices)  
**UNI** Career Services

214 East Bartlett (319) 273-6857

---

# 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

---

---