

## Writing A Teacher Resume

In the template that follows, the sections on “Education” and “Experience” are necessary. The other sections may be added if you have information or skill in those areas. Schools are most interested in your teaching ability. Other accomplishments should be added if they add to your credentials as an educator. Your first impression is your resume, so make sure that it looks professional.

### **Some important tips:**

#### **Format.**

Use a neutral paper color of good quality and a professional looking font such as Times New Roman, Arial, or Helvetica. The font size should be within 10-12 points.

#### **Focus on your teaching experience.**

Even if you haven't collected a salary as a teacher, you probably have some education experience. Document all of the hours you spent judging science fairs, volunteering, student teaching, aiding, Sunday school & bible school, etc. It doesn't have to be paid experience.

#### **Choose areas that most reflect your abilities & interests in the science teaching field.**

Indicate your membership in teaching and science clubs and organizations. Add a section including your professional goals, etc. You make the resume work for you. There are no categories you have to use in resume writing--make up your own to fit your needs. Include any science internships or science related employment that would add to your credibility in your field. Sell yourself!

#### **Gain some experience or extra qualifications related to your career.**

If you are in your last year of college, or haven't been able to obtain a job yet, consider working with children, a science or medical internship, or science field experience that will add to your professional credibility. This will show your commitment to the field, plus you'll be more knowledgeable in the profession. I worked a summer internship with the Forest Service in high school, later I took science field classes in the Mexican and Costa Rican rain forest. Check your area and local University for these types of opportunities.

#### **Make your resume the one that stands out.**

There are many ways to do this, but don't make your resume a chore to study. Resumes that are too large or in a format that doesn't stack well with others are sometimes discarded. You might use a slightly off-color paper. I like using a very high, thick, cream colored resume paper. Others use a light blue or other colored paper. This is not the most important issue because the content of your resume is what should ultimately make your resume stand out.

#### **How Many Pages???**

Many recommend that you should only have one page, but education resumes are often longer. However, if you choose to do two pages, here is an interesting suggestion:

#### ***Don't staple 2 pages – use an 11 X 17 piece of paper***

- Take 2 pages and copy side by side onto an 11 X 17 piece of paper.
- Fold the paper in half so that the 2 pages are facing one another.
- On the cover put your name, address, and phone number. (Make it look like the title page for a research paper.)
- When it is open it will be easy to read and study. Using this format, you can have up to three pages of information.

#### **Use good grammar and make sure that you have a minimum of two people proofread it for you.**

Keep phrases short and simple. People reading your resume will look at it quickly. Only use complete sentences when necessary and where it seems appropriate.

## Sample Teacher Resume Name

### Office:

School  
Any Town, Texas  
(xxx) xxxx-xxxx  
Email: [xxx](#)

### Home:

Street  
Any Town, Texas xxxxx  
(xxx) xxx xxxx

### Education:

XXX University, Town, Texas  
Masters of Education Degree – 2007 (GPA 4.0)  
Major: Secondary Education      Minor: Biology

XXX, XXXX, Texas  
Bachelor of Science degree – 1995  
Major: Biology      Minor: Chemistry  
Science Composite Certification 9-12

### Professional Experience:

Date -Present

Teacher, XXXX INDEPENDENT SCHOOL DISTRICT, XXX, Texas.

Date – Date

xxxx, United States Peace Corps, Country

Date – Date

Bible School Teacher, XXX Church, XXX, Texas

### Science Contributions:

Board of Directors and Newsletter Editor:XXX Regional Science Association - Science Association (2000-Present)

Regional Science Fair Director (2002- 2006)

Science Internship: University of XXX (Summer 2003)

### Published:

#### Books:

XXX (2003) children's illustrated science book

#### Journals & Education:

“Title” (2004). *The Texas Science Teacher* 33 (2) p. 13-19

### Conference Presentations:

National Science Teachers' Association Area Conference (2006) Omaha, Nebraska, “title)

### Awards/ Honors:

2<sup>nd</sup> Place Nonfiction, Excellence in Writing Contest 2002

Chair for Biology Teacher, 1992 and 1993, The xxx Endowment for Teaching Excellence, from The Rotary Club of xxxx Texas

### References

xxx, Principal, XXX Independent School District, Phone (xxx) xxx xxxx

XX, Head of School, XXX International School, Phone (xxx) xxx xxxx

XXX, Math Specialist, xxx Independent School District, Address, xxx, Texas, 78521, Phone (xxx) xxx xxxx