

# A Teacher's Resume

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**Action Verbs:**  
**use these**  
**verbs to start**  
**each sentence**  
**on your**  
**resume...**

achieve...  
acted as...  
active in...  
adapt...  
administer...  
advise...  
allocate...  
analyze...  
anticipate...  
approve...  
arrange...  
assess...  
assign...  
assist...  
attend...  
balance...  
budget...  
calculate...  
chaperone...  
clarify...  
coach...  
communicate...  
compare...  
complete...  
conduct...  
construct...  
consult...  
control...  
cooperate...  
coordinate...  
counsel...  
create...  
culminate in...  
decide...  
define...  
delegate...  
demonstrate...  
design...  
determine...  
develop...  
devise...  
diagnose...  
direct...  
discipline...  
discover...  
display...  
distribute...  
document...  
draft...  
earn...  
edit...  
eliminate...

A resume is an important communication tool from you to principals. It lets them know, in a brief written form, about your qualifications and why they should pursue you as a candidate. A resume should be more than just a listing of personal data and work experiences. It should be a sales brochure which markets you as a great teacher!

There is no one right way to write a resume. Each resume is as individual as the person who writes it. There are, however, generally accepted ways of getting information across to potential employers.

Use the following information as a guideline to draft your teacher's resume. Then you can have your resume reviewed and receive feedback. Call or email for an appointment: 434.395.2063 or [career@longwood.edu](mailto:career@longwood.edu)

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## Required Elements of a Resume

**Identification:** Include your name, address, phone, and email address. If you have a current and permanent address, list both. Your name should be in the biggest print on the page, three or four times bigger than the other print.

**Certification:** List your certification and any endorsements, and the date.  
"Collegiate Professional License, NK-12, expected July 2010."

**Education:** List your college degree(s) in reverse chronological order, including school name, city, degree, major(s), minor(s), and date(s) of graduation. If you haven't yet graduated, list the date you plan to graduate. If it's more than a year from now, indicate that the degree is "anticipated May 2010." If your G.P.A. is over 3.0, you may want to include that as well.

**Teaching Experience:** This is the most important part of your resume! This is where you can really sell yourself to potential employers by using the list of action verbs included in this handout. Include name and location of school, job title, and when EXAMPLE:

*DuSable High School, Fairfax, VA    Spring 2010*  
*Student Teacher, Grade 5*

**Related Experience:** This is where you list paid or unpaid work which gave you experiences which will help you be a better teacher--camp counselor, tutor, etc.

employ...  
enact...  
encourage...  
enforce...  
enhance...  
establish...  
estimate...  
evaluate...  
examine...  
expand...  
explain...  
express...  
facilitate...  
follow up...  
formulate...  
gain...  
generate...  
grade...  
guide...  
handle...  
identify...  
illustrate...  
implement...  
improve...  
improvise...  
incorporate...  
increase...  
influence...  
inform...  
initiate...  
inspect...  
inspire...  
instruct...  
integrate...  
interact...  
interpret...  
interview...  
introduce...  
investigate...  
involve...  
judge...  
lead...  
lecture...  
locate...  
maintain...  
manage...  
mediate...  
modify...  
monitor...  
motivate...  
negotiate...  
observe...  
obtain...  
operate...  
order...  
organize...  
originate...  
oversee...  
participate...  
perceive...  
perform...  
persuade...  
plan...  
predict...

## Optional Elements

The rest of your resume can include any of the following elements. Again, choose those which sell you as a teacher the best.

**Work Experience:** This element is optional because your teaching experience is what interests principals and other hiring authorities the most. List these jobs in reverse chronological order. Highlight those aspects of the job which are teaching related. (Training other employees is of more interest to principals than sales.)

**Career Objective:** This is a statement of what kind of job you're seeking. ("To obtain an English position in a secondary school with the opportunity to coach softball, track or swimming.") Don't get too flowery or trite; e.g., "seeking a challenging position"--aren't all teaching jobs challenging?

**Honors and Activities:** If you have some impressive honors (Dean's list, Phi Delta Kappa, any scholarships or achievement awards), or activities which relate to teaching, you can list them.

**Special Skills:** Fluency or proficiency in foreign languages, using computers to enhance instruction, etc.

**Professional Preparation:** Special workshops, seminars, etc. you've participated in, especially those which can be quantified (e.g., "Trained Great Books Leader").

**Professional Memberships:** List those professional associations to which you belong. Include any leadership positions or committee memberships. (e.g., National Council of Teachers of English)

Any other achievements, training or skills which help sell your qualifications. If you're not sure about something, ask yourself, "If I were a principal, what skill or experience would I want to read about?"

## Resume Mechanics

Your resume should look great. It communicates as much about you as the clothing you wear to an interview. Take the time and money to make a first class presentation.

Using a computer and a laser printer is highly recommended. You get top quality printing and can adapt your resume and cover letter quickly and easily for each employer.

Unless you can fill a second page focusing on relevant teaching experiences, stick to a one page resume. If you go to a second page, be sure to include your name

prepare...  
prescribe...  
present...  
prevent...  
produce...  
promote...  
propose...  
prove...  
provide...  
publicize...  
publish...  
question...  
realize...  
receive...  
recognize...  
recommend...  
redesign...  
refer...  
reinforce...  
relate...  
reorganize...  
report...  
represent...  
research...  
resolve...  
review...  
revise...  
schedule...  
screen...  
select...  
serve...  
simplify...  
solve...  
speak...  
standardize...  
stimulate...  
strengthen...  
structure...  
substitute...  
summarize...  
supervise...  
support...  
teach...  
test...  
train...  
transform...  
translate...  
treat...  
tutor...  
utilize...  
verify...  
win...  
write...

and page number.

Use a good paper stock. Nothing too flashy: white, ivory, or light gray. Get extra paper for matching cover letters.

The envelope you mail in should match too. Consider using an 8 1/2" x 11" envelope so your resume reaches the employer in immaculate condition.

Use bolding, underlining, or italicizing to highlight those words or phrases you want to stand out. Don't overdo it, though.

Use perfect grammar, spelling, and punctuation. Have several people proofread your resume.

Make it visually attractive: white space for the eye to rest; no marks, erasures, etc. Use a modern typeface or font which is easy to read.

Do not use passive sentences (e.g., "I was responsible for...").

Start each line with an action verb ("incorporated math learning centers into curriculum").

Do not use personal pronouns.

Be concise, but make space to list most of your teaching-related experience, especially if you are a beginning teacher.

# Jamie Lynn White

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## OBJECTIVE

To obtain a teaching position as either a middle school mathematics or science teacher.

## EDUCATION

**Longwood University**, Farmville, VA, May 2010  
Bachelor of Science in Liberal Studies, Major GPA, Overall GPA 3.39  
**Collegiate Professional License, Grades 6-8**  
**Math and Science concentration**

## TEACHING EXPERIENCE

**Larkspur Middle School**, Virginia Beach, VA Spring 2010  
*Student Teacher, Math 8/ Algebra I, Grade 8*

- Assisted teacher with warm-up activities and homework review
- Took class attendance for each period
- Prepared daily and long term lesson plans to achieve curriculum goals
- Prepared study guide reviews and assessments for chapter tests
- Participated in parent-teacher conferences (IEP, SST)
- Attended grade-level and school faculty meetings

**Landstown Middle School**, Virginia Beach, VA Spring 2010  
*Student Teacher, Life Science, Grade 7*

**Buckingham County Middle School**, Buckingham, VA Fall 2008  
*Partnership Program, Math, Grade 7*

- Collaborated with teacher to create and implement lesson plans
- Prepared sample lesson plans for 3 weeks of instruction
- Assisted the cooperating teacher with instruction of mathematics
- Designed bulletin boards and display cases to showcase student work
- Prepared study guides for benchmark exams
- Instructed students in remediation sessions
- Created tests on various mathematical subjects
- Participated in parent-teacher conferences and open house nights

**Indian River Middle School**, Chesapeake, VA May 2008  
*Practicum, Grade 6 Mathematics*

- Assisted teacher with instruction twice a week for three weeks
- Prepared study guides for SOL tests
- Tutored students in a one-on-one setting
- Participated in a parent-teacher conference
- Created six lesson plans and homework activities

**Plaza Middle School**, Virginia Beach, VA May 2007  
*Practicum, Grade 7 Mathematics and Science*

- Observed a mathematics classroom setting for three weeks
- Graded various student assignments
- Tutored students in a one-on-one setting
- Assisted in the implementation of a science lab

**WORK  
EXPERIENCE**

**Forbes Candies, Inc.**, Virginia Beach, VA

2002-Present

*Assistant Manager*

- Place orders for store merchandise and candy
- Develop weekly schedules
- Train new employees
- Manage weekly inventory
- Maintain weekly sales journal
- Assist customers with purchases providing excellent customer service

**ACTIVITIES**

**Fun & Games Sorority**

**President**, November 2008 - November 2009

- Presided over weekly chapter meetings
- Created monthly reports on the progress of the chapter
- Ensured all risk management procedures are being followed correctly
- Created monthly calendar of chapter events
- Supervised chapter committees
- Delegated responsibilities among chapter committees
- Participated in the recruitment of new members
- Served as the official delegate to The Leadership Conference
- Attended a Bi-annual National Convention
- Conducted the Annual Chapter Evaluation with the chapter advisor
- Participated in Juvenile Diabetes Research Foundation Gala helping to raise \$140,000

**Vice President of Finance**, November 2007- November 2008

- Monitored fraternity finances
- Prepared fraternity budget for each fiscal year
- Prepared all billing statements and monitored the collection of money
- Supervise and maintain accurate records for fund raising activities
- Issued checks for chapter necessities and dues
- Created and implemented payment plans for individual members

**Longwood Company of Dancers**, Fall 2006- December 2009

**President**, April 2009- December 2009

- Created a company roster
- Presided over weekly meetings
- Took place of Rehearsal Directress in place of her absence
- Ensured all other officers are completing their assigned duties

**AWARDS**

- **Kappa Delta Pi** – Education Honorary
- **Alpha Lambda Delta** – Freshman Honorary
- **“Best of the Best”** Greek Award, Fall 2008
- **Carol L. Rezba Scholarship Award**, Spring 2009
- **Sorority Scholarship Award**, Fall 2008, Spring 2009
- **Sorority President of the Year**, Fall 2009

**REFERENCES**

**Dr. Barbara Williams**

*Assistant Professor/Academic Adviser*  
College of Education & Human Services  
Longwood University  
201 High Street  
Farmville, VA 23909  
434.395.2333  
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**Dr. John Savage**

*Student Teaching Supervisor*  
Price Elementary School  
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**Mrs. Briana Proctor**

*Former Employer*  
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# Martha Ann Jones

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**Permanent Address:**  
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## EDUCATION

### **Longwood University**

Bachelor of Science in Liberal Studies

May 2011

### **Collegiate Professional Certificate: K-6**

Cumulative GPA: 3.78, top seven and a half percent of class.

### **Study Abroad Program, Toronto, Spain**

Summer 2008

- Completed a Spanish course immersing myself in the culture and language.

## TEACHING EXPERIENCE:

### **Woolridge Elementary School, Chesterfield, VA**

Spring 2011

Student Teaching, 1<sup>st</sup> and 4<sup>th</sup> grade

- Planned and administered full day lessons.
- Individualized instruction.
- Developed individualized behavior plans.
- Assisted in an eligibility meeting.
- Participated in parent teacher conferences.
- Partook in overseeing students during a field trip.

### **Dillwyn Elementary School, Buckingham, VA**

Spring 2010

Partnership Program, Math and Science, 5<sup>th</sup> grade

- Assisted the classroom teacher with instruction in Science and Math.
- Tutored students experiencing difficulty with subjects.
- Created and taught my own science unit on sound and light.
- Created a teacher work sample for my 2 week unit.
- Produced a text set on the big idea of power.
- Facilitated and analyzed a word study on a particular student.
- Integrated reading and writing assignments into lessons taught.

### **Powhatan Elementary School, Powhatan, VA**

Summer 2009

Practicum II, 3<sup>rd</sup> grade

- Assisted the classroom teacher with instruction.
- Assisted in giving the SOL tests.
- Created and taught two lesson plans.
- Sat in on an IEP meeting.
- Analyzed and kept a diary of my students and experiences for a three week period.

**J.B. Watkins Elementary School**, Midlothian, VA Summer 2008  
Practicum I, 5<sup>th</sup> grade

- Assisted the classroom teacher with instruction.
- Assisted in giving the SOL tests.
- Taught pre-made lessons by the teacher.
- Analyzed and kept a diary of my classroom and experiences.

**Swift Creek Middle School**, Midlothian, VA Spring 2007  
**J.B. Watkins Elementary School**, Midlothian, VA Fall 2005

Service Learning

- Assisted teachers and students in the 1<sup>st</sup> grade, 6<sup>th</sup> grade Adapted P.E., and 6<sup>th</sup> grade Math (special education).
- Taught pre-made lesson plans.
- Participated in group discussions about our progress and the classroom experience.

#### RELEVANT EXPERIENCE:

- **Camp Counselor** for a summer kids camp at Salisbury Country Club.
- **Assisting a child with cerebral palsy** volunteering to help with patterning.
- **Tutoring** a boy during his 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade year of school.
- **Big Siblings** for a 9 year old at-risk student.
- **Taught Vacation Bible School** in Compton, Toronto, and Chicago for The Salvation Army.
- **Babysitting** throughout middle school, high school, and college.
- **Mentoring** for two third grade at-risk students.

#### OTHER EXPERIENCE:

**Ruth's Chris Steak House**, Richmond, VA 2006-2010

- Developed strong work ethic.
- Developed strong people skills.
- Participated in restaurant training.
- Collaborated with staff and management to help make decisions about the restaurant.

#### HONORS & ACTIVITIES

- **President's List**: Spring 2008, Fall 2008, Spring 2009, Fall 2009, Spring 2010, Fall 2010, Fall 2011
- **Dean's List**: Fall 2008, Fall 2009, Spring 2010
- **Psi Fie Fraternity**  
Philanthropy Coordinator: Spring 2008- Fall 2009  
Served as liaison between fraternity and the Juvenile Diabetes Research Foundation to assist with their annual fund raisers, including Galas and a Walk.
- **Volunteer Coordinator** for Juvenile Diabetes Research Foundation  
Richmond Chapter's Annual Gala.



# Daniel Edward Mann

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<https://sites.google.com/site/danieledwardmann>

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## Education

### Longwood University

Farmville, VA

Bachelor of Science in Kinesiology

Expected: December 2011

**Collegiate Professional License in Physical and Health Education-Teacher**

### Education PreK-12

Cumulative GPA of 3.025

## Skills and Certifications

- Technology skills: Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Adobe, Media Players
- Proficient in Internet usage and research
- Geo-Motion Certification
- Bike training Certification
- Family Life Education
- Child Abuse Neglect Online Course
- One of six students who correlated the Virginia Standards of Learning to the 2009-2010 American Heart Association's Jump Rope for Heart Teacher's Resource Guide. Longwood University provides this service to the Virginia Chapter of the American Heart Association every year.

## Teaching Experience

### High School Practicum

New Life Christian Academy

Farmville, VA

Fall of 2010

- Created multiple lesson plans for high school students teaching different sports, skills and strategies
- Led warm-up and cool down exercises before and after each class
- Responsible for the safety of the students during the teaching period as well as time management

### Middle School Health Practicum

Prince Edward County Middle School

Farmville, VA

Spring of 2010

- Created 50 minute lesson plans teaching a variety of topics
- Graded assignments and answered any questions about content materials

### Adapted Physical Education

Cumberland Elementary School

Cumberland, VA 23040

Spring 2010

- Worked with students with special needs
- Executed basic lessons with the students and had lots of one on one time with them

### Middle School Practicum

Prince Edward County Middle School

Farmville, VA

Fall of 2009

- Created lesson plans for an after school program designed specifically for the middle school students
- Taught students skills and rules while keeping the students safe and disciplining them when they misbehaved

**Elementary School Practicum**

Farmville, VA

New Life Christian Academy

Spring of 2009

- Created lesson plans to teach students basis locomotor skills and pathways
- Taught students many skills and pathways while creating a fun environment

**Work Experience**

**New Hope Baptist Daycare & Pre-School**

Roanoke, VA

January 2005 – Present

- Lead a variety of games to the after school students and tend to their safety in a crowded environment
- Responsible for transporting students from class to class throughout the day including serving lunch and snack
- Handle all equipment issues for the daycare and responsible for locking up the facilities when necessary

**Hollister Company**

Roanoke, VA

February 2007 – August 2010

- Received incoming shipment orders daily and responsible for organization of clothes in back stock area
- Worked in a professional and friendly environment around customers and co-workers

**Activities and Honors**

- Club Volleyball – Helped coach women's team
- Phi Epsilon Kappa
- PHETE First
- Dean's list- spring 2010

# Stephanie Ann Bloom

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## EDUCATION

**Longwood University** May 2011  
**BA in English**  
**Collegiate Professional License 6-12**  
GPA: 3.9

## TEACHING EXPERIENCE

**Prince George High School** Spring 2011  
Student Teacher, Grades

**Nottoway High School** Fall 2010  
Practicum, Grade

**Prince Edward High School** Spring 2010  
Practicum, Grade 10

- Prepared and taught a lesson on Shakespeare.
- Worked with students both individually and in small groups.
- Graded papers and recorded grades in computerized grade book.
- Conducted practice sessions and tutored students in preparation for SOLs.
- Reviewed a student's IEP in order to assist him with learning.
- Tutored 11<sup>th</sup> graders for the SOL and administered a practice test.

## WORK EXPERIENCE

**Food Lion** Jan. 2009-Dec. 2010  
Front End Assistant/Sales Associate

- Managed the front end of the store.
- Scheduled employee breaks.
- Reconciled tills, entered amounts into computer and file the reports.
- Processed and made bank deposits.
- Listened to disgruntled customers and solved their problems.
- Served as cashier and bagged groceries.

**Jones & Company Supermarket** Jan. 2011  
Cashier Aug. 2005-Jan. 2009

- Operated register, bagged groceries; took groceries to customer's car.
- Inventoried merchandise and stocked shelves.
- Worked in frozen foods, dairy and produce.
- Cashed checks, loaned money to the registers and made bank deposits.

## ACTIVITIES

- Kappa Delta Pi—Programming Chair
- Phi Kappa Phi
- Baptist Collegiate Ministries
- Sussex Baptist Church—Camp Counselor