

# RESUME FORMAT

## TEACHING (other than Music)

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Career Planning, SUNY Potsdam, Sisson Hall 106  
Phone (315) 267-2344 Fax: (315) 267-2342

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### YOUR NAME

College:  
Your Mailing Address  
City, State Zip  
Phone

Home :  
Your Mailing Address  
City, State Zip  
Phone

### OBJECTIVE

Omit this if it doesn't add useful information. For example, *A position as Elementary Teacher* would simply be redundant. Tailor your objective to the job. *A position as an Elementary Teacher with a concentration in Reading or with a Special Education focus.*

### EDUCATION

**B.A.**, State University of New York College at Potsdam, Potsdam, NY.  
(graduation May 1999)  
Grade Point Average: (See section of guide describing how to list grade point averages)  
Majors: (See section of guide describing how to list majors)  
Honors: (See section of guide describing how to list honors)  
**Teacher Certification Area:** grades/subjects, such as K-6 or English 7-12 (may use in place of your objective)  
Foreign Language: (See section of guide describing how to list foreign languages)  
Computer Knowledge: (See section of guide describing how to list computer knowledge)  
Activities: For teachers it's helpful to include high school activities. These may indicate a second hat you could wear for the school. For example, your high school yearbook activity becomes attractive to a school in need of an advisor for the yearbook.  
Special Programs or Special Training: This can include a coaching certification and Child Abuse Workshop.

### STUDENT TEACHING

**Name of school**, city, state. Fall 2002 Write a separate description for each of your teaching experiences, even if they were both in the same district. There is no need to write about lesson plans or other tasks that are known requirements for student teachers. Tell what the principal will not know - quantity, quality, and results. List how many students you taught, their levels of ability and motivation, teaching styles and approaches, whether you had to solve discipline problems, and other variable factors. Give the name of your sponsor teacher at the end of each paragraph.

### STUDENT TEACHING

If you haven't begun, or are just beginning, use this:  
Smidley Central School, Smidley, NY  
Spring, 1994

### TEACHING RELATED EXPERIENCE

**Position Title**, employer, city, state date It's a good idea to use work you did in schools as part of a college course, for example, your field experiences. Sometimes it may not be enough to classify as experience, but few other college programs provide this opportunity and it can be important. This is especially true when you have an experience here that was not duplicated in your student teaching (e.g., you helped teach a class with behavior problems, etc.). If you use it, the last line of your description would be, "*Part of a college course for credit*".

**ADDITIONAL  
EXPERIENCE**

You may have other categories of experience under this heading, or you can add headings. For example, a teacher's conduct away from work can have an impact on the public's support of school budgets. If you have any community service, use it (e.g., volunteer work for the United Way or a hospital, etc.). It could be a paragraph under ADDITIONAL, or could carry a COMMUNITY SERVICE title in the left margin if you have two or more experiences to describe.

**PERSONAL**

*See the section of Resume Guide describing the personal section.*

**REFERENCES**

*See the section of Resume Guide describing how to show your references.*