

RESUME WRITING SUCCESS

for Teacher Candidates in the Childhood Inclusive Education Program

All teacher candidates who are doing a field experience or student teaching placement must submit a resume to the Field Experience Office. Make sure your resume is professional and accurate by following the guidelines below. Colored backgrounds are coordinated to match the examples on the resume sample. **RESUMES SUBMITTED WITHOUT USING THESE GUIDELINES WILL NOT BE USED IN DISTRICTS THAT REQUIRE RESUMES FOR PLACEMENTS.**

HEADING: Make your name stand out, and your contact information easy to find.

- Use a large font for your name, and bold it.
- Include your temporary address and phone, as well as your permanent address and phone.
- Be sure to include your e-mail address.
- **BE CONSISTENT IN ALL FORMATTING.** If you underline one address, underline the other, etc.

TEACHER CERTIFICATION: Stating your certification area correctly is **ESSENTIAL** to a great resume.

- Certification is granted **ONLY** in February or September. The date will be after your graduation date. For example, a graduation date of May 2011 will have a certification date of September 2011.
- The program at Brockport will prepare you for the certification shown on the resume. **BE SURE that you write it exactly as shown.**

EDUCATION: Be sure to include all **college-level** degrees, with anticipated graduation month/year.

- No high-school information is included once you're in college.
- List the degree (Bachelor/Masters) and major, followed by the program, and college.
- If your GPA is good (3.0 or above), put it on there! The same goes for Dean's list honors.
- Degrees earned prior to your current education are listed in reverse chronological order – list the most recent experiences first, and work backward to the oldest experience.

FIELD EXPERIENCE and RELATED EXPERIENCE: List all experience (**ESPECIALLY** your field experiences if you've had any) related to teaching or working with children.

- Use reverse chronological order (most recent experience is listed first).
- Include your position title, the name of the school/employer, then the city, state, and date. No zip codes!
- **BE CONSISTENT!** If you bold your title, bold all the titles. If you use periods at the end of your statements, use them on all the statements.
- Bullets are preferred over sentences – no paragraphs.
- **NEVER USE "I"** on a resume. Action verbs, "tutored, provided, etc." should be used to start bullets.

EMPLOYMENT: Have you worked in other positions besides education? Tell us about it.

- Use the same consistent formatting, and reverse chronological order as you did above.
- If you did anything in quantity (supervised 24 people, received cash exceeding \$5,000) list it!

ACTIVITIES/HONORS & AWARDS: This is where to list other areas of interest or show accomplishments.

- Be brief, but spell out any clubs or awards that aren't commonly known by their acronym.
- Don't list high school activities or honors.

Gretta L. Smith

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College Address (until May 2010)

Townhome 200
Brockport, New York 14420
(585) 967-2098

Permanent Address

14384 Gulf Street
Medina, New York 14103
(585) 798-0115

TEACHER CERTIFICATION: Initial New York State Certification: September (*or February*) 20XX

Childhood Education, Grades 1-6

Students with Disabilities, Grades 1-6

Health Education, Pre K-12 (*if applicable*)

Bilingual Education Extension, Pre K-12 (*if applicable*)

EDUCATION

Bachelor of Science in English, May (*or December*) 20XX

The College at Brockport, State University of New York, Brockport, NY

GPA 3.92 (*only list if 3.0 or higher*)

Kappa Delta Pi International Honor Society in Education, September 20XX to present (*if applicable*)

Sigma Tau Delta Honor Society, September 20XX to present (*if applicable*)

Dean's List with Honors all semesters (*don't list if only achieved one semester*)

Associate of Science in Liberal Arts, May 20XX

Monroe Community College, Rochester, New York

FIELD EXPERIENCE

Field Experience Teacher Candidate, Hilton CSD, Northwood ES, Hilton, NY

Spring 2011 (*will be completing 50+ hours in a sixth grade Inclusive classroom*)

- Will plan and teach an inquiry based science lesson (hypothesis, observation, using senses, and measuring)
- Will design and teach an inquiry based math lesson
- Will create five to seven mini-lesson plans while tutoring a student in literacy

Field Experience Teacher Candidate, Kendall CSD, Kendall ES, Kendall, NY

Fall 2010 (*50 hours –grade 5/6 special education classroom*)

- Assisted teacher in monitoring students with mild to severe disabilities including ADHD and autism
 - Taught addition and subtraction with regrouping
 - Worked on individual reading skills such as pronunciation and understanding new words
 - Administered a Running Reading Record to a student at a grade 2 reading level
 - Taught a lesson on the geography of Modern Europe
 - Taught students how to locate continents, countries, cities/states, and capitals and discussed peninsulas and mountains
 - Created a classroom bulletin board about springtime including artwork done by the students

Field Experience Teacher Candidate, Rochester City SD, School #19, Rochester, NY

Spring 2010 (*56 hours – grade 4*)

- Observed and assisted teacher with a variety of subjects (particularly math and social studies)
- Worked with individual students and in small groups
 - Taught a science lesson on parts of the human body with the use of puppetry
 - Taught multiplication by single and double digits using decomposition method

- Worked on individual reading skills - pronunciation and understanding new words
- Created a classroom bulletin board about reading successes at home
- Actively participated in school events including open houses and grade level meetings
- Distributed materials and assignments
 - Handed out morning practice worksheets each day and assisted with completion

RELATED EXPERIENCE

Student Assistant, Brockport CSD, AD Oliver MS, Brockport, NY

2008-2009 Academic Year

- Assisted students in the literacy program in developing literacy skills through in-school remediation
- Worked one-on-one and in small groups with students in a variety of subjects
- Planned for and provided instruction and assessment of skills
- Provided reports to classroom teachers and families

Summer Camp Counselor, Monroe County ARC, Rochester, NY

Summers 2005-2007

- Worked with children ages 6-12 years old with various developmental disabilities
- Developed recreational and educational activities and organized field trips
- Assessed activities and communicated with families and staff
- Promoted to Head Camp Counselor during 2006 Summer Season

Volunteer, State Road ES, Webster Central School District, Webster, NY

2005 Senior Year of HS (grade 2)

- Corrected students math homework
- Created and executed a mathematics lesson using play money
- Worked one-on-one with a student to improve his reading skills
- Worked with students to support instructional objectives
 - Administered weekly spelling exam and running reading records

EMPLOYMENT

Substitute Teacher, Albion Central School District, Albion, NY

Spring 2009-present

- Substitute teach at both the Elementary and High School levels
- Carry out teachers' lesson plans
- Work with students with special needs and general education students

Resident Advisor, The College at Brockport, State University of New York, Brockport, NY

2008-present

- Supervise 24 students in residence hall as part of a team of 12 resident advisors
- Provide educational programming, campus information, safety and building security
- Provide advisement and information as needed

ACTIVITIES/AWARDS

Member, Future Educator's Club, The College at Brockport, Spring 2009 - present

Member, Health Science Club, The College at Brockport, Fall 2008 – present

Member, Teacher Opportunity Corps, The College at Brockport, 2009/2010 Academic Year

Juvenile Diabetes Research Foundations Walk for a Cure, Spring 2010

Newman Scholar Award Recipient 2008-2009 and 2009-2010

RESUME SUBMISSION CHECKLIST

Use the checklist below before submitting your resume for field experience or student teaching:

- I have read *Resume Writing Success* and followed the guidelines suggested.
- My resume is on one page, unless I have enough experience to fill *at least* one and a half pages.
- My name, address, phone number and e-mail address are on the resume. If my resume is two pages long, I have included my name and “page 2” on the top of the second page.
- I have followed the example on the sample resume to correctly word my certification and education.
- I have indicated the appropriate certification date (either February or September, plus the year).
- I have listed previous field experience placements.
- I have listed my current Brockport degree program.
- I have checked my grammar, punctuation, and spelling, and my resume is error-free.
- My education and experience are presented in reverse chronological order.
- I have been consistent with formatting, indenting, bullets, bolding, underlining and presentation of dates. (Dates are either May 2010 format or 5/2010, but not mixed in format)
- I have used short action phrases instead of complete sentences or paragraphs.
- I did **not** list the names of references, or of supervisors that have worked with me on my resume.
- I have submitted my first resume to the ANGEL Drop Box by the due date: February 15, 2011.