

Education Resume Guide

FORMAT

- Formatting will require a lot of revision – it can be frustrating to constantly adjust margins and spaces with every update, but the end result will be worth it!
- 1 or 2 pages in length
 - 1 or 2 pages is acceptable, as long as you have included all your relevant information and experience (student teaching, practicum, etc.). If you need a 2nd page, make sure all experience is relevant to education and have continue onto at least half of the 2nd page
- 0.5”-1” margins
- 11-12 point font, however your name at the top should be biggest and boldest thing on your resume (typically 14-16 pt. font)
- Times New Roman, Arial, or another easily legible font
- **NO** templates or color
- Your resume should look clean and simple and easy to read
- Be consistent all the way through with formatting – if you used a dash when saying The University of Iowa – Iowa City, IA, then use that same dash before other city/states as well (i.e. Grant Wood Elementary School – Iowa City, IA)
- Don't put large spaces between each heading, it will take up valuable space on the page
- Bullet points should all align, as should dates
 - Don't let bullets go onto a second or third line if only 3 or fewer words hang over
 - Bullet points should be simple dots or squares; no sub-bullet points
 - Do not let a page break fall between a heading and the information below it

CONTENT (by required sections):

Contact Information:

This information will appear beneath your name at the top of your resume.

- Current and permanent address (include both if applicable or if you plan to job search around home)
- E-mail (professional e-mail – Gmail, yahoo, uiowa)
- Phone (Only one is needed, most likely your cell phone. Make sure your voicemail is professional)

Education:

Universities/Colleges graduated from (do not list a school if you did not finish a degree from there; if you are a freshman or sophomore, relevant high school experience is acceptable)

- Name of institution, location (city, state)
- Graduation month and year (no need to list a start date)
- Degree (B.A., B.S., M.A.T., etc.)
- Major/Minor (if applicable)
- Certificates/Endorsements with grade level in parentheses (K-6), (K-12), (5-12), etc.
- GPA if above a 3.0 (make sure to include the scale – 3.2/4.0)
- Honors Received if 3 or less (if more than three, put them below in a separate section)

Teaching/Classroom Experience:

This section will include any substitute or student teaching, practicum, paraeducating, etc.

- Position/Job title (Student Teacher/Practicum Seminar, etc.)
- Employer or School Name
- Grade or Classroom (volunteer hours completed are encouraged as well)

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- City, State
- Month and Year (include this for both the start and end date, i.e. March 2013-May 2013, NOT March-May 2013)
- 3-5 bullet points describing experience, skills gained, and work completed
 - BE SPECIFIC & CONCISE! Tell the reader about a particular lesson or unit you created, what programs or methods you used, and what the outcome was, or perhaps a field trip or special program you organized; try not to be vague
 - Use a variety of power words – don’t be repetitive and say “I taught, I taught, I taught.” What did you develop? What did you create? How did you communicate, investigate, and collaborate? What kinds of technology or methodology did you incorporate into your lessons? How did you contribute to the daily operation of the classroom? How did you monitor students or identify those who needed extra assistance? A useful list of power verbs can be [found here](#).
 - Be careful that the verbs you use match in tense – if the position is in the past, use the past tense; if you are currently in this position, verbs can be in present tense
 - Don’t use the word “I” – just start with the verb

Relevant/Related Experience:

In this section you will tell the reader about any jobs or experiences you’ve had that are related to the education profession or working with children that were not traditional, in-the-classroom experiences – make sure you are not repeating information you’ve already highlighted in the “Teaching Experience” section. Use the same format as above (include position, company/organization, location, dates) as well as a bulleted list recounting your experience.

Professional Development:

This section will include your Teacher Leader Certificate (include workshops and boot camps attended, as well as a short phrase about your 40-hour volunteer requirement) membership to any professional organizations, conferences/workshops/trainings you may have attended, and any presentations and/or publications you may have contributed to or presented.

Suggested additional sections (optional):

Additional Experience

- In this section you could include any work experience that may not directly relate to education, but may highlight some transferable skills (i.e. receptionist, delivery driver, waitress, etc.)

Volunteer Experience / Community Involvement

- Any volunteer experience that shows you went above and beyond to give your time

Leadership Experience

Coaching Experience

- If a coaching position is possible or open at the school to which you’re applying, you can move this up to the top of your résumé under Education

Student Activities/ Student Involvement

Honors and Awards/Recognition

Technical Skills

- Related to the classroom setting

e-Portfolio link

- You may include this in the contact information section at the top or centered at the very end of the resume ONLY if it is ready to be viewed by a principal. Do not list the link if it is not ready.