

TEACHER RESUME Brainstorming Worksheet

This brainstorming worksheet is designed to be a starting tool to help you develop your resume. Below are several areas you will want to reflect on and consider including in your resume. This is a tool to be used as a resource to help you recall your accomplishments and to gather any relevant professional information you may want to use in your official resume.

Heading – Personal Information

This information should appear at the top of your resume. You can include your permanent address IF you are applying to a district near that address. Otherwise, you do not need to include your address.

Name:

Address(es):

Phone:

(Make sure you have a professional voicemail set up and it is not full)

Email:

(Make sure your email address is appropriate and is one you check daily)

Education

List all the colleges and universities from which you have earned or will have earned a degree. Do not abbreviate the name of the institution or your major(s)/minor(s).

College:

City, State:

Degree:

Graduation (Month/Year):

Major(s):

Minor(s):

Emphasis(es):

GPA:

(Cumulative GPA or Major GPA if above 3.0)

Certifications and Licensures

Examples might include CPR, First Aid, Google Certified Educator, OSHA, Teaching, Coaching, etc.

Certification(s):

Research and Class Projects

If appropriate, take note of any major research and/or class projects related to your field of interest.

Field Experiences

List your field experiences, with the most recent first. When noting your responsibilities and accomplishments from each experience, use concise statements describing your role. Think of strong action verbs (see Action Verb Statements Handout) to describe your skills, activities, actions, and accomplishments.

School Name: _____ City, State: _____

Grade: _____ Field Experience III Date (Month Year): _____ to _____

Cooperating Teacher: _____ UNI Faculty Advisor: _____

Responsibilities and Accomplishments: _____

School Name: _____ City, State: _____

Grade: _____ Field Experience II Date (Month Year): _____ to _____

Cooperating Teacher: _____ UNI Faculty Advisor: _____

Responsibilities and Accomplishments: _____

School Name: _____ City, State: _____

Grade: _____ Field Experience I Date (Month Year): _____ to _____

Cooperating Teacher: _____ UNI Faculty Advisor: _____

Responsibilities and Accomplishments: _____

Other Experiences

Brainstorm your related teaching experiences and other work experiences beginning with most recent first. Again, use concise statements beginning with strong action verbs.

Company/School: _____ City, State: _____

Position/Title: _____ Date (Month Year): _____ to _____

Responsibilities and Accomplishments: _____

Company/School: _____ City, State: _____

Position/Title: _____ Date (Month Year): _____ to _____

Responsibilities and Accomplishments: _____

Company/School: _____ City, State: _____

Position/Title: _____ Date (Month Year): _____ to _____

Responsibilities and Accomplishments: _____

Company/School: _____ City, State: _____

Position/Title: _____ Date (Month Year): _____ to _____

Responsibilities and Accomplishments: _____

Involvement – Campus, Community, and Volunteer

Mention extracurricular activities you are involved with, leadership roles you have, and volunteer opportunities you participate in. Be sure to note your length of membership in these functions.

Honors and Awards

Think about any honors and/or awards you have received in the past. Include the name of the honor/award, the name of the organization giving the award, and when it was received (month/year).

Skills

This section can help you demonstrate proficiency in areas not otherwise outlined in other various sections. Focus on skills that are most relevant to your desired position and/or career field. Skills might include computer skills, technical skills, lab skills, and/or language skills (note language and proficiency).

Professional Associations

List the name of the organization(s) you are affiliated with and your dates of membership. Be sure to note if you are a student member of a professional association/organization.

What's Next

After brainstorming all of your professional information, start to structure your information into a Word or Google document. Sample resumes and templates can be found on the UNI Office of Career Services Teachers & Educators webpage (<http://careerservices.uni.edu/educators>).

The UNI Office of Career Services is here to help you build your resume and assist you with marketing yourself to employers. Call (319-273-6857) or stop by (102 Gilchrist Hall) to set up a time to have your resume reviewed and/or critiqued by our staff.

Do you want your resume reviewed quickly? Email your resume to career-guides@uni.edu.