

Education Resume Tutorial

Your Name

Contact information: ■ Address ■ City, State, Zip
■ Phone ■ E-mail

PROFESSIONAL OBJECTIVE (optional)

Objective statements should be brief. Let the school know exactly what position(s) you are seeking.
"Seeking a _____ position, also willing to _____."

EDUCATION and CERTIFICATION (most recent first)

List degrees, schools, locations, dates, highlights, grade point average (if impressive), majors and minors; list certification areas clearly (those you have or will obtain). List other relevant education or training experiences such as seminars, in-services or workshops if related to the objective.

TEACHING EXPERIENCE

Be sure to include your student teaching and university field experiences. Student teaching should be the most weighted section on the resume when applying for your first teaching position. You should also include other relevant experiences involving work with children. This section might include examples of teaching, coaching, counseling, or extra-curricular areas. Give names and locations of organizations and when the experience occurred. Include job titles and describe what you did, how you did it and any positive outcomes.

ADDITIONAL EXPERIENCE

This section may highlight paid, unpaid, civilian, military, or part-time employment. Give names and locations of organizations and when the experience occurred. Include job titles and describe the experience.

ACTIVITIES, HONORS, and ACHIEVEMENTS

You may want to create a section for volunteer, civic, and/or professional memberships. Name awards or scholarships you have received or special projects you have undertaken. Note writing or speaking activities, publications and/or significant research.

SPECIAL SKILLS

If you create an additional section, make sure the skills and accomplishments in it support your objective. Include computer skills, foreign language proficiency and other specialized knowledge.

REFERENCES and CREDENTIALS

For the student teaching application resume: Include names of site supervisors and university faculty supervisors for all field experiences. No other references are needed.

For the professional resume: Select references from relevant volunteer, academic, employment, and other professional experiences who can attest to your qualifications and skills (no relatives please!). Provide name, title, address, telephone number and email for each reference writer on a separate reference list to accompany your resume. Ask permission to include a home phone number as well as professional phone number.

CONTENT AND STYLE

- Use short action phrases starting with past-tense action verbs.
- Do not use complete sentences.
- Avoid personal pronouns.
- Use facts, not opinions.
- Omit the date of preparation.
- Omit the mention of your desired salary or benefits.
- Do not include personal data that could be regarded negatively or be used in a discriminatory way (e.g. age, height, weight, gender, religion, ethnic origin, etc.)
- Never include a photograph.
- Keep your resume up to date.
- Check for correct grammar and consistent phrasing.
- Proofread carefully.
- Develop it with employer needs in mind.
- Be as concise as possible without selling yourself short.
(You are not restricted to one page.)

FORMATTING TIPS

- Use popular, non-decorative type faces.
- Use a readable font style and size.
- Use light-colored, standardized (8-1/2 x 11"), good quality paper.
- Keep graphics simple if used.
- Be sure you have some white space.
- Be sure your name stands out.
- Place name on second or subsequent pages.
- Do not staple resume pages together.
- Use laser quality printer.

UNI Career Services is available to assist you with resume writing, job search strategies, self-managed credential files, and your career development.

Click our Web site for additional information:

www.uni.edu/careerservices/educators

To have your resume reviewed, you may schedule an individual appointment with a Career Guide or professional staff.

UNI Career Services

102 Gilchrist Hall Cedar Falls, IA 50614-0384 Phone: (319) 273-6857 Fax: 319-273-6998
Email: careerservices@uni.edu

Action Verbs for Resume Writing

accomplished	demonstrated	invented	reviewed
achieved	distinguished	investigated	revised
acquired	educated	issued	scheduled
adapted	encouraged	learned	selected
adjusted	enforced	led	served
administered	enlisted	made	simplified
advised	established	maintained	solved
analyzed	evaluated	managed	specialized
applied	examined	modified	stimulated
arranged	executed	motivated	strengthened
assembled	expanded	negotiated	studied
assisted	expedited	perceived	submitted
assumed	finalized	performed	summarized
attained	formalized	planned	supervised
attended	formulated	prepared	supported
authored	fostered	prescribed	surveyed
chaired	gathered	presented	systematized
communicated	generated	processed	trained
compared	guided	produced	translated
compiled	handled	programmed	taught
composed	hired	promoted	updated
conceived	implemented	proposed	utilized
conducted	improved	provided	wrote
constructed	inaugurated	qualified	
consulted	increased	recommended	
contributed	individualized	reevaluated	
controlled	influenced	referred	
coordinated	initiated	reorganized	
counseled	installed	reported	
created	instituted	represented	
defined	instructed	requested	
delegated	interpreted	researched	
delivered	introduced	restored	

www.uni.edu/careerservices/educators

UNI Career Services

102 Gilchrist Hall (319) 273-6857 Monday-Friday 8 - 5

Suggested Headings for Ed. Resumes

OBJECTIVE

JOB OBJECTIVE

TEACHING OBJECTIVE

CAREER OBJECTIVE

PROFESSIONAL OBJECTIVE

POSITION DESIRED

EDUCATION

EDUCATIONAL BACKGROUND

EDUCATIONAL PREPARATION

ACADEMIC BACKGROUND

ACADEMIC TRAINING

SPECIAL TRAINING

CERTIFICATION

ENDORSEMENTS

AREAS OF KNOWLEDGE

AREAS OF EXPERIENCE

AREAS OF EXPERTISE

EDUCATIONAL HIGHLIGHTS

COURSE HIGHLIGHTS

BACKGROUND HIGHLIGHTS

CAREER HIGHLIGHTS

PROFESSIONAL SKILLS

STUDENT TEACHING EXPERIENCE

PRACTICUM EXPERIENCE

TEACHING EXPERIENCE

COACHING EXPERIENCE

EXPERIENCE SUMMARY

EXPERIENCE HIGHLIGHTS

PROFESSIONAL BACKGROUND

ACHIEVEMENTS

CAREER ACHIEVEMENTS

EMPLOYMENT

OTHER WORK

ADDITIONAL EXPERIENCE

PART TIME & SUMMER WORK EXPERIENCE

VOLUNTEER ACTIVITIES

CIVIC ACTIVITIES

PROFESSIONAL & COMMUNITY ACTIVITIES

COMMUNITY & OTHER ACTIVITIES

COLLEGE ACTIVITIES

ACTIVITIES & DISTINCTIONS

SPECIAL HONORS

COLLEGE DISTINCTIONS

HONORS & DISTINCTIONS

HONORS/AWARDS

MEMBERSHIPS

PROFESSIONAL MEMBERSHIPS

PROFESSIONAL AFFILIATIONS

PROFESSIONAL ORGANIZATIONS

SPECIAL TALENTS

LEISURE ACTIVITIES

SPECIAL SKILLS

INTERESTS

TRAVEL ABROAD

TRAVEL

LANGUAGE COMPETENCIES

MILITARY SERVICE

EXHIBITS

PUBLICATIONS

CURRENT RESEARCH INTERESTS

PRESENTATIONS

CONFERENCES ATTENDED

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