

Resume Requirements

Please include the following information on your professional resume, though you may use any format that clearly displays required information. You may include other details if you wish. Your resume should be professional in appearance, completely free of all errors. Please review the Microsoft Office Word program for a number of effective resume templates.

Basic Information: Name, address, phone, email address

Educational Background: Schools attended (beginning with high school) and years attended; if you have received a degree from another college or university, list the degree, your major and any minors. For this and other sections, always organize information from the most recent to the most distant.

Teacher Licensure Area: List the licensure area for which you are preparing (e.g., Elementary Education, K-12 Physical Education, or Social Studies)

Work History: Include relevant work history since high school (job title, years of employment); also include military service in this category

Honors: Any honors you have received since graduation from high school, including competitive scholarships, Dean's list (and number of semesters), etc.

Field Experiences: List each experience by the school, grade level or content area, the semester in which the experience was completed, and your cooperating teacher

Professional Memberships: If you are a member of any professional teaching organization, please list the name of the organization and any offices you may have held (e.g., the International Reading Association)

Related Training/Educational Experiences: List any additional training or professional development activities in which you have participated (e.g., Project Wild workshop, CPR certificate, Math Their Way training, attendance at any state or regional meetings of professional Organizations)

University and Community Service: Include all volunteer service and community/university involvement (public school volunteer work, church, political, university organizations, service organizations, etc.); list years/semesters of involvement, your role (if appropriate – e.g., Sunday School Teacher, Den Mother), and any leadership (e.g., Newsletter Chair)