YOUR NAME

Street Address, City, ST ZIP Code | Telephone | Email

**OBJECTIVE**

|  |  |
| --- | --- |
|  | Brief statement about seeking an opportunity for placement for your internship experience **and** how you can contribute. |

**EDUCATION**

|  |  |
| --- | --- |
| **School Name**  *Dates of Graduation (or expected graduation)* | Major(s)/Minor(s), City, State  List your college degree(s) in reverse chronological order   * + If your G.P.A. is over a 3.0/4.0, you may want to include that as well.   + *If you have not yet graduated, list the date you plan to graduate, indicating that the degree is “anticipated” or “expected.”* |

**CERTIFICATIONS**

|  |  |
| --- | --- |
|  | Provide all certifications that are current, as well as date received (this may include substitute teaching, coaching certifications, CPR, etc.)   * List each certification area on a separate line. |

**FIELD EXPERIENCES & OBSERVATIONS**

|  |  |
| --- | --- |
| Semester(s) | **Field Experiences & Observations:**   * + Grade, School, location, dates/hours     - Provide a snapshot of what you learned and how you contributed to the classes you observed. Make sure to focus on those experiences in which you played an active role with students.     - *Example: Worked individually with students to develop reading skills through interactive games* |

**TEACHING RELATED EXPERIENCE**

|  |  |
| --- | --- |
| Date To-From | Highlight paid or unpaid work experiences through which you have gained skills and knowledge that will be useful to you as a teacher-in-training. This may include work such as a camp counselor, tutor, coach or other similar roles. For each position, include a header that specifies the position title, employer, location, and dates. |

**WORK EXPERIENCE (*OR PROFESSIONAL EXPERIENCE)***

|  |  |
| --- | --- |
| Date To-From | While principals will be most interested in your teaching related experience, you may want to include relevant accomplishments in other industries. Think about efforts you made to train, manage, collaborate, develop programs, or speak to large audiences of people. The key is to focus on skills that are transferable to a classroom setting. You will want to keep this section lean if you include it in order to focus on teaching experiences for the rest of your teaching resume. |

**Other Areas to Consider Adding:**

* + ***Honors and Activities:*** Include impressive honors, such as Dean’s List, Phi Delta Kappa, and scholarships, as well as activities related to teaching.
  + ***Special Skills and Interests:*** Highlight skills that would be useful to a teacher in today’s world. These might include the ability to speak a second language or proficiency in computer programs applicable to the classroom. It would also be helpful to include ways you would like to be a part of after-school activities.
  + ***Professional Development:*** List education related conferences and workshops that you have attended.
  + Professional Memberships: Demonstrate your commitment to your field and dedication to continuing education by listing any associations you belong to.
  + ***Study Abroad Experience:*** This can be an excellent section to include on your resume if you volunteer or participated in outreach, teaching, cultural excursions that could support your content area. Think about your role and what you contributed and gathered from study abroad.
  + ***Additional Experience:*** Other achievements, training, or skills that are marketable to include.

**PROFESSIONAL REFERENCES**

* **Professional References (3): *Use a separate page for your references.***
  + Before you can add anyone to your reference page, **you must first ask their permission**. Not only is it polite to do so, but it also allows them to prepare their response.
  + Here are a few details you should consider when choosing who to include:
    - Which of my references are **most relevant** to this experience?
    - Which person would best highlight my skills?
    - Who is **not** suited to giving me a reference for this experience?
  + **Formatting for References:**
    - First Name & Last Name
    - Professional Position / Title
    - Name of Company
    - Address of Company (2 lines)
    - Phone Number of Reference
    - Email address of Reference