



Resume Writing for Education Majors

Kennesaw State University

The Department of Career Planning and Development

<http://careers.kennesaw.edu/>

July 2016

Resume Worksheet:

Questions to Answer Before You Begin

*Personal Information

Name _____ (16 pt. font-Should be Largest on the page)

Address _____ (10-12 pt. font)

Home/Cell Phone Number _____

Email Address _____ (professional emails only)

*Education

List highest degree first and move down

Degree granting college or university: Kennesaw State University

City and State: Kennesaw, GA

Degree earned: (Consult your KSU catalogue for exact title) _____

Expected graduation date _____

Major _____ . GPA, if above 3.0 _____

Minor (If Applicable) _____

(If attended other colleges/universities, list most recent first and move down by date. Include the name of the institution and city and state, dates attended, degree earned (if any).

Name of high school attended (if attended a school in the district you are applying to)

*Certification

List all certificates, endorsements and concentrations for which you will be eligible upon graduation. (Pre-Service, Induction, Professional, Advanced Professional, Lead Professional)

Visit www.gapsc.com for exact certificate titles.

Have you passed the GACE Basic Skills?

Have you passed the GACE Content Assessment for your area? (List date passed, or when you plan to take exam(s). Visit GACE.ets.org for info on subject assessments.

***Technology Skills**

Indicate skills and note level of proficiency.

***Teaching Experience**

List Yearlong Clinical Experience: school name, city, state, grade, and subject(s), whatever is relevant.

List Initial Field Experiences: school name, city, state, grade, and subject(s)

Other: List long-term substitute position (also referred to as supply), substitute teaching, Para-professional experience, community coach, teacher in a non-certified position in a private school or employee in an afterschool program (Name of school, city, state, position, date, whatever is relevant)

***Other Work Experience**

Indicate full-time, part-time or summer only. List name of company (employer), your position, dates worked from month, year to month, year. Begin with the most recent and move down. (If you have along work history, be selective.)

***Accomplishments (College Forward)**

List organizations you belong to, offices you've held in organizations; awards, honors you have received.

***Extracurricular Activities**

List sports activities you have participated in and/or those you are willing to coach. List activities, clubs you are willing to sponsor.

***Other**

List professional memberships (Spell out. No acronyms), volunteer activities, conferences and workshops you've attended that relate to teaching or education, second language in which you are proficient, study and/or travel abroad, related interests.

*Professional References

List three to four. Must list collaborating teacher and university supervisor. A college professor and/or a work supervisor is a good third and/or fourth choice. No neighbors, relatives, pastors. Give complete accurate information: Name, position, name of school, email, cell number, phone number at home and/or school/university.

RULE: Give enough information so that an employer may easily get in touch with your reference. Remember that the above required references may not be accessible in the summer through the school or university, so email, cell phone and/or home phone is ESSENTIAL!

Critique your own Resume

1. **Overall appearance:** Do you want to read it?
2. **Layout:** Does the resume look professional, attractively printed, with good margins, etc.? Do key points stand out?
3. **Length:** Could the resume tell the same story if it were shortened?
4. **Relevance:** Does the material included support your stated career objective?
5. **Writing Style:** Are grammar, spelling, punctuation, and verb tenses correct and consistent?
6. **Objective:** Does it clearly identify the job you want now?
7. **Action Orientation:** Do phrases begin with action verbs?
8. **Qualifications:** Have you added a skill section of nouns?
9. **Specificity:** Does the resume avoid generalities and focus on specific information about experiences, projects, products, etc.?
10. **Accomplishments:** Are your accomplishments emphasized?
11. **Effectiveness:** Do you believe the resume can accomplish its ultimate purpose of getting you an interview?
12. **Usability:** Are you able to discuss everything on your resume with confidence. Can you provide examples to support what you are saying?

Hoot W. Sturgis

1234 Chastain Road, Kennesaw, GA 30144 – 470-578-6555 – Studentemail@students.kennesaw.edu

EDUCATION

Kennesaw State University Kennesaw, GA December, 2014
Bachelor of Science in Secondary English Education (GPA: 3.76)

CERTIFICATIONS

GaPSC Pre-Service Certificate GaPSC Certification ID:123456 Effective Date: 01/01/16
-OR-
GA Certificate of Eligibility GaPSC Certification ID:123456 Effective Date: 01/01/16
-OR-
GA Induction Certificate GaPSC Certification ID:123456 Effective Date: 01/01/16
GACE (Content Area or Basic Skills) Level: Induction/Professional Date Passed: 01/01/16
edTPA Score:** (when Complete) Date Passed (or in progress)

**Only report scores of 35 or above. For ECE and Sp. Ed, only report scores of 42 or above

TECHNOLOGY SKILLS

Proficient with: MS Word, Excel, PowerPoint, SMART Board Interactive Whiteboard, Synergy, Edmodo, Prezi

TEACHING EXPERIENCE

Yearlong Clinical Experience II, Woodstock High School, Woodstock, GA Fall 2014

- Taught 5 classes from grades 9-10, all classes containing a minimum of 32 students; 2 of the 5 classes were “co-taught” due to high concentrations of IEP (Individualized Education Plan) students,
- Designed and implemented effective differentiated lesson plans based on the CCGPS (Common Core Georgia Performance Standards). Used results of assessments and in-class observations to modify custom lesson plans and instruction.
- Assisted with the coaching of the Cross Country team; unofficial coaching duty included the conduction of daily exercise routines, encouragement and development of student-athletes, and athletic meet coordination.

Yearlong Clinical Experience I, E.T. Booth Middle School, Woodstock, GA Spring 2014

- Developed and implemented lesson plans based on the CCGPS; collected analyzed evidence of learning through formative and summative assessments.
- Observed and assisted in teaching of English Language Arts in 7th Grade classroom.
- Gained knowledge of classroom management and team-based curriculum planning strategies.

Initial Field Experience, Lindley Middle School Mableton, GA Fall 2011

- Assisted Collaborating teacher in organizing classroom activities, and learned methods of lesson plan development
- Partnered with other student teachers to develop technology plan for integrating iPads into math and science courses

OTHER RELEVANT WORK EXPERIENCE

YMCA Summer Camp Counselor Woodstock, GA June-July, 2008, 2009, 2010, 2011, 2012

- Supervised and led groups of elementary age campers in activities and learning opportunities appropriate to their age group and ability level.
- Recognized as an excellent camp counselor and invited back by camp director for 5 consecutive summers.

HONORS AND PROFESSIONAL ORGANIZATIONS

Member, Delta Epsilon Iota Academic Honor Society (DEI)
Member, Student Professional Association of Georgia Educators (SPAGE)
Member, National Council of Teachers of English (NCTE)

REFERENCES

Ms. Ima Child, Collaborating Teacher

243 Crayon Way
Woodstock, GA 30477
Child2@cherokeeschools.org
(Home) 770-472-6842
(Cell) 404-572-3597

Mr. Jack B. Nimble, KSU Developmental Supervisor

7940 Candlestick Drive
Marietta, GA 30499
jbnimble@kennesaw.edu
(Office) 678-462-1384
(Home) 770-374-5173
(Cell) 706-524-9346

Ms. Marge Enall Teacher, Director ASP

Addison Elementary School
34 Playpen Way
Kennesaw, GA 30008
meteacher@hotmail.com
(Home) 770-975-6318
(Cell) 404-274-3796
(School) 770-598-3795

Sturgis Chastain

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OBJECTIVE

Dedicated Chemistry Teacher with teaching experience in a high-needs school districts, and 5+ years of professional background in synthesis lab and chemistry lab settings. Focused experience in classroom management and integrating technology into the classroom

EDUCATION

KENNESAW STATE UNIVERSITY, Bagwell College of Education Kennesaw, GA May 2014

Master of Arts in Teaching (MAT), Chemistry (GPA: 4.0)

- Noyce Teaching Fellow

GEORGIA INSTITUTE OF TECHNOLOGY, College of Sciences Atlanta, GA May 2012

Bachelor of Science in Chemistry (GPA: 3.8)

CERTIFICATIONS

GA Induction Certificate	GaPSC Certification ID:123456	Effective Date: 01/01/16
GACE (Content Area)	Level: Induction/Professional	Date Passed: 01/01/16
edTPA	Score: ** (when Complete)	Date Passed (or in progress)

****Only report scores of 35 or above. For ECE and Sp. Ed, only report scores of 42 or above**

TEACHING EXPERIENCE

Yearlong Clinical Experience I and II North Cobb High School (Honors Chemistry) August 2013 – Present

Student Teacher

- Fall semester: observed and assisted with 2 classes of Honors Chemistry, including Magnet and Gifted students
- Spring semester: co-taught 3 classes of Honors chemistry – 20-26 students, including Magnet and Gifted students
- Implemented appropriate accommodations for students with 504 plans; planned and implemented effective inquiry-based lessons
- Planned and implemented effective lessons based on Georgia Performance Standards
- Trained students to practice proper safety procedures in the laboratory; graded homework, tests, and laboratory assignments
- Adapted and implemented a variety of assessments and rubrics for evaluation of student learning
- Participated in collaborative planning with chemistry teachers and attended monthly staff professional development training

Kennesaw State University (General Chemistry Lab) Kennesaw, Georgia January 2013 – May 2013

Teaching Assistant

- Instructed undergraduate students in practicing proper safety procedures and developing laboratory skills and techniques
- Led pre-laboratory lectures on relevant safety practices, laboratory techniques, and chemistry concepts; graded laboratory reports
- Co-taught review session for final exams and provided one-on-one tutoring sessions for struggling students

GEORGIA INSTITUTE OF TECHNOLOGY (SYNTHESIS LAB I) Atlanta, Georgia January 2011 – May 2012

Teaching Assistant

- Assisted students in applying knowledge from organic chemistry courses to include using computer based modeling concepts
- Assisted in revising, developing, and implementing rubrics for evaluating lab reports, and overseeing student completion

PROFESSIONAL EXPERIENCE

Flinn Scientific High School Laboratory Safety Course May 2013

Electronic Quality of Inquiry Protocol (EQUIP) – trained to evaluate inquiry in science classrooms August 2014

SKILLS/INTERESTS

Technology: Edmodo, Synergy, SMARTBoard, Student Response Systems, Microsoft Word, Excel, PowerPoint, Publisher

Languages: English (native), Spanish (intermediate)

Affiliations: American Chemical Society, Georgia Science Teachers Association, National Science Teachers Association, Student Professional Association of Georgia Educators (SPAGE), Student Affiliates of the American Chemical Society (SAACS) – willing to work with Science Club

Characteristics of a Good Cover Letter

To accompany the resume

- Set up the cover letter like any business letter.
- Address the cover letter to the principal. Go to the school's website and find the exact spelling of the principal's name and the address of the school.
- Paragraph One: Explain why you are writing. "I would like to be considered for a teaching position in English at LaDeDa High School." Include another sentence or two about your degree and graduation date and anticipated certification(s).
- Paragraph Two: In two or three sentences, establish the feature that distinguishes you from other candidates. For example, extensive student teaching experience with ELL students, an unusual success rate with previously poor performing students.
- Paragraph Three: In two or three sentences, mention another strong quality. Focus on a strength particular to the subject or grade level(s) you are applying for. For example, personal writing skills-English teacher; training in several methods of teaching reading-ECE K-3; technology skills-any.
- Paragraph Four: In two or three sentences, reveal personal qualities, achievements, experiences that make you the best candidate. For example, extensive travel, willingness to coach a sport or sponsor a club, extreme enthusiasm for teaching middle school.
- Last paragraph: In one or two sentences, express a thank-you for the consideration, an invitation to contact you for an interview, and willingness to interview at the principal's convenience.
- If you use multiple copies of the cover letter, sign each individually and legibly.
- Use the paper to print the cover letter and the resume.
- The cover letter should be brief, in 12pt font, never more than one page. Attach the resume to the cover letter with a paper clip (no staples).

Creating an Oral Resume

Don't be caught off guard when you are asked "Tell me about yourself".

Respond with a brief (30-60 seconds) summation of your skills abilities, education and relevant experience.

1. Name, Professional Designation, and Career Objective
 - a. My name is...
 - b. I am a ...
 - c. I am seeking...
2. Professional Background and Current Situation (If Appropriate)
 - a. I have ___ years' experience as...
 - b. My position(s)/assignments include...
3. Education, Training, and Professional Preparation
 - a. My education and training have prepared me for...
 - b. I have...
4. Career Highlights and Recent Accomplishments
 - a. In my work as a _____, I have...
 - b. Most recently, I have...
5. Relevance to the Potential Employer
 - a. I firmly believe my skills and experience could benefit you (or a _____ company) in the following ways:
6. Positive Closing
 - a. I am eager to...

(Adapted from Vetjobs.com)