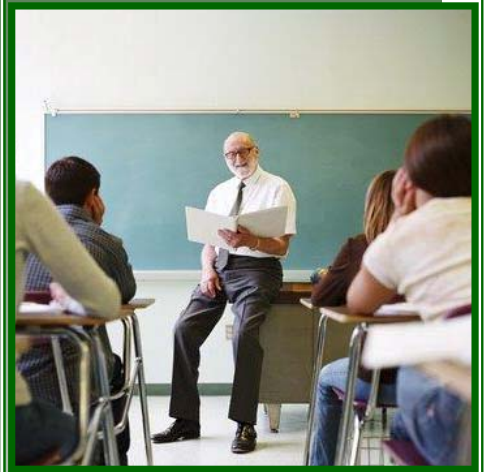


Resume Guide for Teachers



Office of Career Services

Westfield State College

Lammers Hall Annex

(413) 572-5206

www.wsc.edu/careerservices

careers@wsc.ma.edu

QUICK TIPS FOR THE TEACHER RESUME



- Teaching resume can be two pages but make content relevant.
- Avoid the use of the word "I".
- Font size should be either Times New Roman or Arial, 11 or 12 pt. is best. Do not mix several different typestyles or fonts.
- Keep your resume neat, organized and professional. Remain consistent with font type, format and the overall style. Appearance matters!
- Use past tense for past experiences and present tense for present experiences.
- Always include accurate information. Never misrepresent yourself! It will come back to you.
- Make sure the resume and the cover letter are errorless. Proofread and have others proofread too.
- Give each of your references a copy of your resume and make sure to ask them to serve as a reference before listing them on your reference page.
- Don't fold, photocopy or staple your resume. Buy 8 ½ x 11 envelopes and type address labels.
- Print your resume and cover letter on resume paper. Resume paper can be found at any office supply store. White or ivory colored paper is recommended.
- Continually update your resume to reflect new skills and experiences.
- Upload your resume into Career Services' online job database, Owl Link: <https://www.myinterface.com/westfield/student>. This will allow you to sign up for on-campus interviews, apply for jobs and safely store your resume in our system.

FREQUENTLY USED HEADINGS IN RESUMES

ACADEMIC BACKGROUND	EMPLOYMENT	RELATED ACTIVITIES
ACHIEVEMENTS	EXPERIENCE	RELATED COURSES
ACTIVITIES	INTERNSHIPS	RELATED EXPERIENCE
AFFILIATIONS	LANGUAGE SKILLS	RELEVANT EXPERIENCE
ADVANCED COURSEWORK	LICENSURE	SKILLS
CAREER OBJECTIVE	MEMBERSHIPS	SPECIAL HONORS
CERTIFICATIONS	MILITARY SERVICE	SPECIAL TALENTS
COACHING EXPERIENCE	OBJECTIVE	SPECIAL TRAINING
COLLEGIATE ACTIVITIES	PRESENTATIONS	SUMMARY OF QUALIFICATIONS
COMMUNITY ACTIVITIES	PROFESSIONAL AFFILIATIONS	TEACHING EXPERIENCE
COMPUTER SKILLS	PROFESSIONAL EXPERIENCE	VOLUNTEER ACTIVITIES
CONFERENCES ATTENDED	PROFESSIONAL OBJECTIVE	VOLUNTEER WORK
EDUCATION	REFERENCES	

EFFECTIVE SENTENCE OPENERS

absorbed	balanced	completed	dealt with	edited	facilitated
achieved	bought	composed	decided	employed	fed
acted	budgeted	computed	defined	encouraged	finalized
adapted	built	conceived	delivered	enlisted	financed
added	carried	condensed	demonstrated	equipped	fired
administered	centralized	controlled	designed	ensured	folded
advised	changed	converted	determined	established	fostered
analyzed	checked	conveyed	developed	evaluated	found
applied	clarified	convinced	diagnosed	exacted	furnished
appraised	cleaned	coordinated	directed	examined	generated
approved	coached	corrected	discovered	expanded	governed
arranged	collated	corresponded	diverted	expedited	guaranteed
assembled	collaborated	counseled	distributed	experienced	guided
assisted	compared	created	drove	experimented	
attended	compiled	cut back on	duplicated	extracted	

Examples

Applied research data to develop proposals or reach conclusions

Evaluated information and presented analyses via PowerPoint presentations and written reports

handled	installed	listed	obtained	prepared	refined
headed	instituted	located	opened	prescribed	related
helped	instructed	logged	operated	processed	reorganized
hired	integrated	lowered	organized	produced	required
hypothesized	interpreted	maintained	overhauled	programmed	reported
identified	interviewed	managed	oversaw	published	represented
illustrated	introduced	measured	outlined	purchased	researched
implemented	invented	merged	packed	qualified	responded
improved	invested	minimized	patrolled	questioned	restored
improvised	investigated	modernized	performed	raised	restructured
increased	judged	modified	persuaded	read	retrieve
influenced	launched	motivated	patrolled	realized	revamped
informed	learned	negotiated	photocopied	received	reviewed
initiated	lectured	notified	pick out	recorded	revised
innovated	led	numbered	planned	recruited	
inspected	liquidated	observed	posted	reduced	

Examples

Identified alternative courses of actions and detailed strategies to yield goals

Organized others to develop plans and achieve goals

selected	solved	supported	told	treated	verbalized
served	sorted	supervised	totaled	typed	verified
serviced	staffed	systematized	tracked	uncovered	weighted
set up	standardized	tabulated	trained	undertook	withstood
shipped	started	tailored	transacted	unified	worked
showed	strengthened	tape-recorded	transferred	updated	wrote
simplified	studied	taught	translated	upgraded	
sold	supplied	tended	transported	used	

RESUME WRITING TEMPLATE

Name

Street Address

City, State Zip

Phone

E-Mail

OBJECTIVE

Identifies the position/job that you are applying for and summarizes your main qualifications in 1-3 lines of text.

EDUCATION

Westfield State College, Westfield, MA

Month, Year

Bachelor of Arts, Bachelor of Science, Master of Education, etc. in _____

Minor/Concentration:

GPA (if above 3.0/4.0)

***List other colleges if you transferred, International Exchange Program, Certificates

LICENSURE

Include licensure area and number

RELATED COURSEWORK

List 4-6 upper-level classes that are relevant to the position that you are seeking

TEACHING EXPERIENCE

Any internships or jobs related to the position. This section follows the same format as the experience section.

RELATED AND/OR WORK EXPERIENCE

Company/Organization, City, State

Dates of Employment

Job Title

- Describe at least 3-4 major duties that will demonstrate your qualifications
- Tailor your resume to your audience. Select and include your most relevant experiences.
- Your descriptions should mirror as much as possible that of the job advertisement
- Follow the same format for all jobs

SKILLS

Computer: (Strong/basic understanding of ... -OR- simply list programs)

Language: (Basic conversational skills in, Fluent in, etc.)

HONORS

Dean's List, Honor Societies and other Honors and Awards

ACTIVITIES/PROFESSIONAL AFFILIATIONS

List Organizations, Presentations, Leadership Positions, Significant Projects, On Campus or Off Campus Volunteer Activities

REFERENCES

List on separate sheet of paper. Obtain home phone numbers from teachers and principals for summer month reference checks.

NAME

Name@wsc.ma.edu

School Address: Westfield State College, Box #, 577 Western Ave., Westfield, MA 01086, Telephone

Permanent Address: Street Address, City, State Zip, Telephone Number

Objective

To obtain an elementary education position at Franklin Avenue Elementary School.

Education

Westfield State College, Westfield, MA

Bachelor of Science in Education, May 2010

Specialization: English and Reading

License: Elementary Education, 1-6

Passed all sections of MA Tests for Educator Licensure

Teaching Experience

Edward Ellington Elementary School, Springfield, MA

Fall 2009

THIRD GRADE PRACTICUM

- Demonstrated ability to teach in a multi-cultural third grade class of 28 students
- Developed and taught lessons in all curriculum areas with whole class, small groups, and cooperative groups
- Assessed special needs and devised and instituted individualized academic and behavioral intervention programs for students
- Designed and implemented a 5 week unit on nutrition and integrated a variety of skills
- Participated in curriculum planning, faculty meetings, and parent conferences

Alfred Zanetti Montessori Elementary School, Springfield, MA

Spring 2009

- Worked in a classroom of K-2 students
- Assisted special needs children in classroom and recreation setting
- Facilitated guided discovery that incorporated life and beginner language skills

Kensington Avenue Magnet School, Springfield, MA

Fall 2009

- Aided a bilingual teacher in a first grade inclusion classroom
- Designed and implemented lessons that incorporated the needs of different levels of English language learners
- Attended a Responsive Classroom seminar and applied the philosophy in practice
- Introduced the reading and writing process to all students including English language learners

Windsor State Street Elementary School, Windsor, VT

Winter 2007 - Spring 2009

Hartland Elementary School, Hartland, VT

Winter 2007 - Spring 2008

Substitute Teacher

- Worked with grades K-8
- Supervised fourth grade field trip
- Implemented teacher's lesson plans
- Assumed the responsibilities of a special educator
- Served as a paraprofessional and focused on a variety of different needs
- Applied new classroom management techniques

Name, 2

Related Experience

The Learning Connection, Springfield, MA

Fall 2007- Spring 2009

Tutor

- Guided fifteen first grade students in an after school program at the Washington Elementary School
- Programmed for students who were learning English as a second language
- Focused on beginner reading, writing and mathematics
- Provided individual attention with personalized lessons depending on the level of each student
- Shared progress reports with the students as well as with their guardians
- Structured each lesson as an extension of the last, allowing each student to progress at their own rate

The Partners Program, Springfield, MA

Fall 2008

Volunteer Tutor

- Demonstrated role-model behavior for an at-risk ten-year-old boy
- Established a strong relationship with an inner-city student
- Tutored and motivated the student individual instruction three days a week

YMCA, Springfield, MA

Head Counselor

Summer 2009

Senior Camp Counselor

Summer 2008

Camp Counselor

Summers 2006, 2007

- Coordinated day camp for children from the ages of 6-12
- Facilitated meeting with all camp counselors
- Programmed and delivered daily activities for the 9-12 year-old group
- Shared responsibility of groups up to 21 children with co-counselors
- Participated in the planning of all camp activities such as field trips, theme days, family nights and award ceremonies

Certifications

CPR, First Aid, Bloodborne Pathogens, American Red Cross Lifeguard, Small Boats and Water Craft certified

Skills

Language Skills: Proficient in Spanish

NAME

name@wsc.ma.edu

School Address

Westfield State College
577 Western Avenue, Box #
Westfield, MA 01086
Telephone Number

Home Address

Street Address
City, State Zip
Telephone Number

OBJECTIVE

To be a physical educator working with K-12 students

EDUCATION

Westfield State College, Springfield, MA
Bachelor of Science in Movement Science, May 2010
Concentration: Education
GPA: 3.7/4.0
License: Physical Education, Pre K-8
Passed MA Literacy and Communication Test for Educator Licensure

HONORS/AWARDS

Dean's List
Kappa Delta Pi Education Honor Society
Phi Epsilon Kappa Physical Education Honor Society
President's Award for Excellence in Leadership

TEACHING EXPERIENCE

Practicum, **Highland Elementary School**, Westfield, MA September 2009 – Present

- Created lesson plans based on students' developmental needs and age levels.
- Taught skill themes, movement concepts, team work, and integrated activities.
- Assessed students' performance.

Substitute Teacher, **Nashua School District**, Nashua, NH January 2008-Present

- Serve as a substitute for various subjects within elementary schools in the district.
- Follow substitute plans, take attendance, and teach the current subject.

Volunteer Teacher, **Mile Tree Elementary School**, Wilbraham, MA December 2008

- Observed classroom instruction and management.
- Designed lesson plans for 1st grade.
- Taught lessons in skill themes, movement concepts and dance.
- Worked cooperatively with the physical education teacher.
- Developed case studies on specific students and modified approach accordingly.

RELATED EXPERIENCE

Open House Presenter, **Westfield State College**, Westfield, MA September 2008-Present

- Facilitated a variety of icebreakers and activities.
- Presented on coursework and teaching methods at the high school level.

Name, 2

Sports Counselor, Camp Sargent, Merrimack, NH

Summer 2007, 2008

- Taught games and activities to children aged 5-14.
- Created and facilitated a 'Mini Olympics' involving running, obstacle courses, relay races, long jump, and soccer skills.

PROFESSIONAL AFFILIATIONS

American Alliance of Health, Physical Education, Recreation, and Dance (AAHPERD) Jan. 2007-Present

- Attended National AAHPERD Conference, April 2009
- Presider at Eastern District Association AAHPERD Conference, February 2009

National Association for Sport and Physical Education

January 2007-Present

LEADERSHIP EXPERIENCE

Student Ambassador, Westfield State College, Westfield, MA

September 2008-Present

Physical Education Club, Westfield State College, Westfield, MA

September 2006-Present

Orientation Leader, New Student Orientation, Westfield State College, Westfield, MA Oct. 2007-Present

CERTIFICATIONS

American Red Cross First Aid

American Red Cross Child and Adult CPR

Name

name@wsc.ma.edu

Current Address
Street Address
City, State Zip
Telephone Number

Permanent Address
Street Address
City, State Zip
Telephone Number

EDUCATION

Westfield State College, Westfield, MA
Master of Education in Educational Studies, May 2010
License: Elementary Education, 1-6
Passed all sections of MA Tests for Educator Licensure

Assumption College, Worcester, MA
Bachelor of Arts in Psychology and Spanish, May 2007
Minor in Education
Cumulative G.P.A : 3.89; Graduated summa cum laude

ACCOMPLISHMENTS

Boston Marathon	2009
• Raised \$2,000 for Make A Wish Foundation	
NCAA Post Graduate Scholarship	2008
Women's Soccer First Team All American	2007
Omicron Delta Kappa (National Leadership Society)	2006-2007
Augustinian Merit Scholarship (Voted by College Faculty)	2005-2006
CoSida Academic All-Region	2005-2006
Women's Soccer Team Captain as Junior and Senior	2005-2006
Dean's List	2003-2007
Northeast 10 Defender of the Year	2006

TEACHING EXPERIENCE

Milton Bradley Elementary School, Springfield, MA	Fall 2007
• Actively participated in a multicultural classroom with at risk youth	
• Provided individual assistance to students of various ability levels	
• Designed and taught two lessons on literacy	
• Modeled the reading process for students through read-alouds	
• Assisted in individual assessment of students	
• Applied classroom management techniques	

RELATED EXPERIENCE

Assumption College, Academic Support Center , Worcester, MA	
<i>Head Tutor</i>	2005-2007
<i>Private Tutor</i>	2005-2007
<i>Spanish and Psychology Tutor</i>	2004-2007
<i>Peer Tutoring Club Member</i>	2004-2007
• Obtained National Master's Level Certification	
• Provided academic assistance to secondary and college students	

Name, 2

Assumption College, Recreation Department, Worcester, MA

Soccer Camp Counselor

2003-2007

PROFESSIONAL AFFILIATIONS

Member of New England Peer Tutor Association

2004-2007

- Facilitated conference presentation "Discipline Specific vs. General Writing Tutors
- Assisted in research for conference presentation "When Tutor-Tutee Expectations Clash in an ESL Tutorial"

LANGUAGE SKILLS

Strong understanding of the written and spoken Spanish language

COMMUNITY INVOLVEMENT

Student Athlete Advisory Committee, SAAC

Vice President

2005-2006

President

2006-2007

- Organized fundraising of \$4,000 for Make A Wish Foundation
- Helped initiate and organize "Kids on Campus Day"
- Helped organize and fundraise for "Coats for Kids" Project

Volunteer Coach, Worcester Youth Soccer U12

2006

Volunteer at Kid's Café Boys & Girls Club, Inc. of Worcester

2004, 2005

Volunteer at Belmont Community School Reading Days

2004, 2005

Special Olympics

2004

Name

Street Address

City, State Zip

Name@wsc.ma.edu

Telephone Number

OBJECTIVE An early childhood position that demands a creative teaching style.

EDUCATION **Westfield State College**, Westfield, MA
Master of Education in Educational Studies, Expected May 2008
License: Early Childhood, Pre K -2
Passed all sections of MA Tests for Educator Licensure

Saint Anselm College, Manchester, NH
Bachelor of Arts in Psychology, May 2001

RELEVANT EXPERIENCE **Student Teacher**
Mile Tree Elementary School, Wilbraham, MA, September 2007 - Present
Fourteen week pre-practicum in a first grade classroom.

- Designed and implemented literary lessons
- Facilitated guided reading, shared reading, and read aloud sessions
- Obtained and implemented effective classroom management skills

Melody Hounds Instructor
Scantic Valley YMCA, Wilbraham, MA, September 2007 - Present

- Increased music awareness through instrument exploration, folk songs and rhymes
- Worked with children infant to 5 years old
- Led integrated pitch exploration, beat activities and movement exercises to children and parents to nurture music appreciation

Fitness/Program Director
Strafford County YMCA, Rochester, NH, 2005-2007

- Supervised and participated in all YMCA fitness programs including summer day camp, aquatics, aerobics, senior day trips, swimming lessons, youth summer sports camps and others.
- Integrated parent involvement with staff members to facilitate a community learning environment.
- Implemented health and safety procedures in accordance with YMCA and state licensing compliance guidelines.
- Designed promotional materials, brochures and marketing plans including member newsletter.
- Planned and implemented all youth and adult fitness programs for 400-members facility and off-site satellite locations.

ADDITIONAL EXPERIENCE **Marketing Assistant / Office Manager**
Allen Financial Group, Windsor, CT, 2004-2005

Agent / Registered Representative
New York Life Insurance Company, Windsor, CT, 2001-2004

OPTIMAL RESUME

Westfield State College's online resume building program and so much more...

WSC.OPTIMALRESUME.COM



Create your optimal resume

Present a great cover letter

Ace the interview

Get the job offer

Career Services has you covered!

<https://wsc.optimalresume.com>

Career Services Resource Library

Visit the Career Services Resource Library to find helpful books that provide sample resumes, and cover and thank-you letters.