



Candidate Resources for Educators

Crafting a Resume for Educators

TEACHERS *of*
TOMORROW



Objective:

Your resume is your first interaction with hiring officials. It should capture attention, highlight your qualifications, and pave the way for an interview.



Format

Visual Simplicity: Use a clean, consistent format with professional fonts and styles for easy readability.

Contact Information: Clearly display your name, phone number, and professional email at the top.

Sections

- **Certifications:** Prominently list your teaching certifications at the top to quickly establish your qualifications.
- **Education:** Start with your highest degree. Exclude high school information unless it is your highest level of education.
- **Professional Experience:** Begin with positions most relevant to teaching. Use bullet points to detail your responsibilities and achievements, emphasizing impact and skills applied.
- **Skills and Affiliations:** Include relevant skills, volunteer experiences, and professional memberships that showcase your commitment to education.

Resume Example:

JOHN SMITH
1234 Anystreet
Anytown, TX 77386
(123)-456 7890.

OBJECTIVE

To obtain a _____ teaching position in the _____ School District where I can use my _____ and educational experiences to help students _____.

EDUCATION

University of Texas @ Arlington 2011
Masters – Public Administration

University of Houston 2007
Bachelors – Accounting

CERTIFICATION

Elementary Generalist (EC-6)
Mathematics (8-12)

PROFESSIONAL EXPERIENCES

Lassen Elementary School District 2009-2012
Classroom Paraprofessional (Inclusion) Lassen, TX
Collaborated with peer teachers to increase the passing rate of students with individual learning disabilities

Shasta Independent School District 2009-2009
Substitute Teacher Shasta, TX
Worked in partnership with classroom teachers to provide grade and subject appropriate instruction when the teacher of record was absent.

University of Kalauea 2005-2007
University Tutor Soda, TX
Guided struggling students in the acquisition of study skills and mathematics content resulting in a 100% passing rate of students.

OTHER EXPERIENCES

All American Tax Services 2007-2009
Lead Account Anchorage, AK
Worked in a team environment, assisting clients through customer service skills to successfully complete tax filings.

SKILLS AND AFFILIATIONS

Volunteer with the YMCA; Active member of the Spring Branch PTA (2009-current), Community Tax Assistant volunteer, Sunday school teacher, Employee of the Quarter (ALTS).



SR

SAMMY RIGHT

ELEMENTARY TEACHER (EC-6)

EDUCATION

Bell State University
Bachelor Degree - Marketing

CERTIFICATION

Elementary Education (EC-6)
Special Education (EC-12)

RELATED EXPERIENCE

SUBSTITUTE TEACHER

MUNCIE PUBLIC SCHOOLS (2018-2020)

- Worked with students in all grade levels as an on-call day to day substitute
- Frequent repeat calls to the same classroom
- Multiple long-term assignments including grades 1, 3 and music

SUNDAY SCHOOL TEACHER

FORT WAYNE NON-DENOMINATIONAL (2017-2018)

- Developed weekly lesson plans and activities for pre-teen students in the "Grow and Learn" program
- Worked collaboratively with church leadership to design a summer program that featured interactive activities and leadership experiences

VOLUNTEER EXPERIENCE OR LEADERSHIP

STUDENT SENATE

BALL STATE UNIVERSITY (2018-2019)

- Served as treasurer for the Ball State University Student Senate
- Developed a two way communications platform to increase stakeholder engagement in the university

VOLUNTEER

ANDERSON FOOD FOR LIFE (2017-2018)

- Packed and distributed food to families in need



SAMMY@GMAIL.COM



SAMMY_IN



463-555-1212



SAMMYJRIGHT

JANICE RIGHT

222 Right Lane Road | Hardin Pennsylvania 77333
830.555.1111 | janiceright@gmail.com

EDUCATION

English, Professional Writing

Old Dominion University, Norfolk, Virginia

Bachelor of Arts in Communications/Journalism

Shippensburg University of Pennsylvania

CERTIFICATIONS

English Language Arts (7-12)

Registered Behavior Technician

NyHouse Alternatives to Managing Aggressino

TEACHING EXPERIENCE

Hershey School District

Life Skill Paraprofessional (2019-2020)

Serve as a paraprofessional in a life skills class with kindergarten and first-grade students.

Responsible for taking first graders to inclusion and also assisting teachers in planning lessons and activities for the students.

State College Public Schools

Substitute Teacher (2017-2019)

Serve as an "on call" substitute, accepting teaching assignments in the absence of the teacher

of record. Execute lesson plans across all disciplines for Special Education and Pre-K, 3 through 8th grade regular education. Class sizes ranging from 6 to 24 students.

WORK HISTORY

Best Media Inc.

Content Coordinator (2017-Current)

Responsible for content coordination, including editing and writing all content for two monthly neighborhood glossy magazines.

Virginian-Pilot

Obituary Writer (2001-2009)

Responsible for working with families to highlight the lives of individuals who recently passed.

Was able to successfully engage and connect with people in times of stress.

VOLUNTEER WORK

Treasurer and Social Media

William Penn Elementary (2017-Current)



Do This:

- Do adapt your resume for each job application, reflecting specific job descriptions and requirements.
- Highlight Practicum Experience: Emphasize any student teaching or practicum experiences, specifying the grades and subjects you taught, as well as any special projects or initiatives you led.
- Use Action Verbs: Start each bullet point with strong action verbs such as "developed," "implemented," or "facilitated" to convey your active role in teaching and projects.
- Include Achievements with Metrics: Where possible, quantify your achievements (e.g., "Improved student reading comprehension by 20% through innovative curriculum adaptation").
- Mention Technology Proficiency: Given the increasing role of technology in education, highlight your skills with educational technology tools and platforms, like virtual learning environments or educational software.



Don't Include This:

- Don't include irrelevant personal information or excessive details of unrelated job experiences.
- Avoid Jargon Overload: While it's important to include educational terminology, make sure it's accessible and not overwhelming, keeping in mind that some initial screeners might not be educators.
- Don't Be Vague: Avoid generic descriptions of your job duties. Be specific about what you did and the impact it had.
- Don't List Every Coursework: Instead of listing all courses from your education, focus on those that are most relevant to the teaching position you are applying for.
- Avoid Over styling Your Resume: Keep the use of multiple fonts, colors, and graphic elements minimal to maintain professionalism and readability.



Resources

- **Websites:** Websites like [Edutopia](#) and [Teach.com](#) provide guides and tips specifically for crafting resumes in the education sector, including examples and what to highlight as a new teacher.
- **Google Docs and Microsoft Office:** These platforms offer free resume templates that are good starting points. Customize a template to suit the education field by emphasizing educational background, certifications, and teaching skills.
- **Send your final draft to Teachers of Tomorrow Resume Review Team for final edits.**
 - For positions in Texas, please send to:
ResumeReview@TexasTeachers.org
 - For positions in all other states, please send to:
ResumeReview@TeachersofTomorrow.org



Do Your Research:

Researching a school district before applying for a teaching position is crucial for educators. Tailoring your resume to align with the district's goals, values, and needs not only increases your chances of standing out but also shows your genuine interest in contributing to the school's success.

- **Mission and Values:** Understand their educational philosophy and priorities.
- **Curriculum and Programs:** Familiarize yourself with special programs and initiatives.
- **Community Demographics:** Consider student demographics and cultural diversity.
- **Educational Goals:** Identify academic goals and areas of improvement.
- **Professional Development:** Note opportunities for growth and support for teachers.
- **School Culture:** Learn about extracurricular activities and community involvement.
- **Accomplishments:** Highlight experiences that align with the district's needs.
- **Personalization:** Customize your resume and application materials to reflect your understanding and alignment with the district's unique characteristics.

About the Author

Dr. Jeff L. McCanna is a distinguished educational administrator with significant expertise in human capital management, instructional leadership, and strategic planning. Residing in Spring, Texas, he currently serves as the Officer of Human Capital for Fargo Public Schools in North Dakota, a position he has held since November 2022. In this role, he oversees HR activities, focusing on staffing and retention, and implements effective HR management strategies.

Previously, Dr. McCanna was a Strategic Staffing Coach - Consultant at Texas Tech University's US PREP and Texas Education Association, and Chief of Human Talent at Tomball Independent School District, where he led significant HR initiatives. His career began at Aldine Independent School District, advancing from Principal to Director of Human Resources, where he notably led Parker Intermediate School to five consecutive years of STATE RECOGNIZED status.

Dr. McCanna holds a Doctor of Education from Texas A&M University, a Master's in Education from Stephen F. Austin State University, and a Bachelor of Science in Social Science from Mayville State University. Honored as Administrator of the Year by the State of Texas in 2003 and recipient of multiple awards from Texas A&M University, Dr. McCanna's leadership is pivotal in advancing educational excellence and nurturing potential across educational communities.

Dr. Jeff L. McCanna



Here is an example of what the Resume Planning pages could look like...

(Did not move forward with all pages...can do but just wanted to show an idea)

Not sure where to start?

Use this resource as your guide!

Resume Planning Template

Activity One - Your Definition

▼ Why Do You Want To Be A Teacher

Directions - Use the space below to record what you have done to prepare yourself to be a teacher (activities, experiences, etc).

▼ What Have You Done To Prepare Yourself To Be A Teacher

Activity One - Your Definition

▼ Why Would A Principal Want To Hire You

▼ Opportunities To Increase Your Marketability

TEACHERS *of* TOMORROW

Contact

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