

## Sample Teaching Resume Format

0.75"-1" even margin on all sides  
(you can also use a temporary and permanent address)

**Name**  
Address  
Telephone  
E-mail (make sure it is conservative)

(for name and all major categories use 14-font, bolded; for everything else use 12-font regular)

**\*Double Space between each major category**

**Objective** (optional)- States the position you are looking for. It must be job specific.

OR

**Profile** (optional)- Powerful statement that sums up your character, education and related experiences. It must be concise and specific to your chosen field.

\*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

**Teaching Philosophy** (optional)

### **Education**

List Degree Program, College, Location, Graduation month and year, GPA (optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

**Thesis or Research Project** (12-font, bolded) can go under degree or keep as a separate heading. List title of thesis or research project. Single spaced and 12-font.

**Honors/Scholarships** (optional)

List the honor and year you received it. Lead with the most recent first.

**Languages** (optional)

You may include languages first, before your teaching experience, if it's applicable to your job target. e.g. Fluent in Spanish.

### **Teaching Experience**

\*Substitute teaching can be included under the Teaching Experience category.

Student Teacher, School District, Location, Dates

- Taught English and Spanish to 25 sixth grade students of diverse cultural backgrounds.
- Effectively managed classroom by setting firm and fair guidelines, role modeling behaviors and using verbal and non verbal cues.
- Created a multicultural math learning center, and successfully incorporated computer technology into the curriculum

Student Teacher, School District, Location, Dates

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If applicable, you can include **Teaching Observations** as a separate category.

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**Name** (14-font, bolded)

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### **Observations** \*(Must have observed for more than 10 hours total)

School District, Location, Dates

School District, Location, Dates

School District, Location, Dates

- Describe what you learned using action verbs
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\*Your description should include grade of students, courses or subjects taught, and responsibilities as a teacher in that setting. Include classroom management skills, creative activities, team teaching experience, and all relevant activities.

### **Additional Work Experience**

Include part-time and full-time positions not directly related to your major/job target.

(Your previous work experience should only include jobs during university/college years)

\*See **Related Experience** or **Community Involvement** sections and include here if it's applicable to your job target.

\* Please note that the suggested length is no longer than 2 pages for a resume. There are a few exceptions to this rule. This sample resume has more information than 2 pages in order to give a better overview of possible categories and descriptions.