

RESUME PREPARATION

A resume is a brief written summary of your background and qualifications: education, experience (paid and unpaid), activities and achievements. Have your resume reviewed by qualified and impartial readers. Resume preparation takes time and effort - write, revise, condense, and rewrite.

RESUME FORMATS

Chronological Resume: Emphasizes work or related experiences, with the most recent experience listed first. Chronological resumes are the easiest to prepare and the **most frequently used and widely accepted**. This format is best suited to candidates who have a stable employment history, academic and/or work experiences that are directly related to their next job target or career goal, and/or demonstrate upward mobility or promotions.

Combination Resume: Combines skills and work history. Briefly listed first is the emphasis on skills and accomplishments which are applicable to the next job target/career goal. Then detailed employment history is listed with the most recent experience first. This format is useful for candidates who have considerable work experience because it allows them to highlight selected skills and accomplishments and to support these with job descriptions.

Functional Resume: Focuses on skills, aptitudes, and accomplishments that are organized in categories supporting the next job target/career goal. Work history without descriptions is listed in reverse chronological order. **Employers may not be as receptive to functional resumes.** Functional resumes are useful for career changers, or those who have frequent job changes, longevity with just one company, or gaps in work history.

BASIC RESUME COMPONENTS

The construction of your resume and the selection and placement of information categories depend upon your experience: whether you are a new graduate, an experienced professional, or a student preparing a resume for your first student teacher assignment. In this packet, see the "Resume Format: Recent Graduate" or "Resume Format: Experienced" or "Resume Format: Student Teacher" for further explanations of each component.

RESUME WRITING GUIDE

- Employers generally spend 15-30 seconds skimming a resume.
- Effective resumes quickly identify: Who you are, What you know, What you have accomplished, and What you can offer an employer.
- Must be easy to follow and to read or it will not get read.
- Must be error free. Check grammar, punctuation, and spelling.
- Be concise. Omit any unnecessary words. Do not overwhelm employers with detailed information.
- Avoid vague words such as "many," "various," and "etc."
- Use capital letters, bold type, and bullets selectively.
- Always include a cover letter placing it on top of your resume.
- Be careful with your online presence (social network sites, blogs, websites, etc.).

Submitting your Resume

Submit exactly what they want, and how and when they want it. Follow instructions to the letter. Mistakes mean you go in the "no" pile.

Paper

- Use high quality paper: 25% cotton fiber (sold as “Resume Paper”).
- Color: white, ivory, off white - no colors or textured effects. (Best for scanning/copying.)
- Envelopes: full size, white, no clasp is best (do not have to fold paper).
- Type recipient and return addresses on front of envelope.
- Print quality: crisp, clear, no smudges.
- No staples or paper clips.

Format

- Avoid overused templates (such as those found in Microsoft® Word).
- Professional and conservative (no fancy fonts, colored fonts or pictures).
- Margins: one-inch.
- Font Size: 12 point font preferred, no smaller than 10 point.
- Length: no more than two pages (put your name and page number on the second page).
- Consistency (choose a style and stick with it, including dates, bullets, spacing, etc.).
- Reverse chronological format is preferred.

Content

- Full name and address. (If you have a name change, put prior name in parentheses.)
- Appropriate, non-work email, one non-work phone number.
- No first person language (i.e., I, my, she, he).
- Use action verbs. (See samples on next page.)
- Do not write in complete sentences; use phrases.
- Avoid stating the obvious.
- Focus on accomplishments and outcomes rather than duties.
- Do not sell yourself short but do not embellish. Be honest.
- Use key words (get from job posting or occupation profiles from [Onet /Occupational Outlook](#)).
- Include leadership, volunteerism, and extracurricular activities.
- Do not include personal information such as hobbies, interests, sex, race, social security number, age, marital status, number of children, religion, disability, or picture.

ELECTRONIC RESUMES

Many employers are placing resumes into searchable databases and also prefer to receive resumes online or by e-mail. Follow each employer’s directions. Some quick tips for electronic-friendly resumes:

- Do not create a new resume. Begin with your original resume word document.
- If directed to attach word document to e-mail message along with cover letter then no conversion of your resume document is necessary. (See “Professional E-Mail Etiquette” section.)
- However, the employer may require the following versions: **Text** (ASCII) (Removes all formatting and allows for easy placement into a database); **Rich Text** (RFT) (sometimes used for online job boards); **Portable Document Format** (PDF) (highly compatible but difficult to place into databases); **Hypertext** (HTML) (web-based resume available 24/7 on the Internet and easily expandable into a Web portfolio), and **Scannable** (similar to “text” resumes. Used less often.)
- For text files: Save your resume in different file name. Remove ALL formatting (tabs, italics, underlining, and bold; and align everything to the left margin. Replace bullets with asterisks (*). Then save your unformatted resume in the appropriate text file. Proofread to make sure all information was converted correctly.

Resume Preparation: Sample Action Verbs

(Use verbs in the past tense unless they describe a current position or activity.)

Accomplished	Coordinated	Installed	Redesigned
Achieved	Counseled	Instigated	Reduced
Acquired	Created	Introduced	Regulated
Acted	Cultivated	Instructed	Related
Activated	Cut	Insured	Renegotiated
Adapted	Decentralized	Interpreted	Reorganized
Addressed	Decreased	Interviewed	Reported
Administered	Defined	Introduced	Researched
Advanced	Delegated	Inventoried	Resolved
Advised	Demonstrated	Invested	Restructured
Aided	Designed	Investigated	Reversed
Analyzed	Determined	Launched	Reviewed
Anticipated	Developed	Led	Revised
Appointed	Devised	Localized	Revitalized
Appraised	Directed	Located	Saved
Approved	Discovered	Maintained	Scheduled
Arbitrated	Documented	Managed	Selected
Arranged	Doubled	Marketed	Served
Assembled	Drafted	Minimized	Settled
Assessed	Edited	Modernized	Shaped
Assisted	Effected	Modified	Simplified
Attained	Eliminated	Monitored	Sold
Audited	Employed	Motivated	Solved
Authored	Enforced	Negotiated	Specified
Augmented	Engineered	Obtained	Staffed
Automated	Established	Operated	Standardized
Balanced	Estimated	Organized	Stimulated
Bought	Evaluated	Originated	Streamlined
Budgeted	Executed	Participated	Studied
Built	Expanded	Performed	Supervised
Calculated	Expedited	Planned	Supported
Centralized	Facilitated	Prepared	Surpassed
Collaborated	Focused	Presented	Surveyed
Combined	Forecast	Prevailed	Taught
Communicated	Formed	Prevented	Tested
Completed	Formulated	Processed	Trained
Composed	Founded	Procured	Transacted
Computed	Generated	Produced	Translated
Conceived	Guided	Programmed	Updated
Conceptualized	Handled	Projected	Utilized
Concluded	Hired	Promoted	Vitalized
Condensed	Implemented	Proved	Wrote
Conducted	Improved	Provided	
Consolidated	Improvised	Publicized	
Contracted	Increased	Published	
Constructed	Initiated	Purchased	
Controlled	Inspected	Recommended	
Converted	Inspired	Recruited	

Resume Preparation: Sample Resume Categories/Additional Options

OBJECTIVE	Career Objective Objective/Qualifications Employment Objective	Position Desired Career Goal Job Objective
QUALIFICATIONS	Highlights of Qualifications Summary of Qualifications Qualifications Statement	Profile Professional Profile Summary
EDUCATION	Education / Certification Education/Professional Development	Education/Training
EXPERIENCE	Relevant Skills and Experience Skills & Accomplishments Related Experience Professional Experience Employment History Other Experience	Teaching Experience Student Teaching Experience Practicum Experience Work History Leadership Experience
OPTIONAL	Awards Professional Associations Community Service Credentials Relevant Course Work Hardware/Software Languages Professional Accomplishments	Military Experience Publications Travel Athletics Activities Honors Presentations Computer Skills
FUNCTIONAL/ COMBINATION HEADINGS	Demonstrated Skills Communication Skills Motivational Skills Interpersonal Skills Organizational Skills Planning & Development Skills Investigative Skills	Competencies Writing Ability Athletic Ability Managerial Skills Financial Skills Accounting Skills Research Skills

RESUME FORMAT – RECENT GRADUATE

Your Name

Street Address • City, ST Zip code • Phone • E-mail address

(Use one non-work phone number. Have a professional voice message.) • (Use a professional, non-work email address.)

OBJECTIVE

State the **type of position** desired. Include subject area and grade level(s). Keep it simple.

Example: **Early Childhood Teaching Position**

EDUCATION/CERTIFICATION(S)

College/University, City, State

Candidate for (Full title of degree-do not abbreviate)

Month/year

Major/Minor/Emphasis, GPA (if 2.5 or higher)

(Use anticipated graduation date.)

- May include honors and awards (titles only)
- List most recent education first
- It is not necessary to list all education, do not include high school or transfer credits

Certification: List the state, level, area and grades you are certified to teach, plus the effective date.

Example: MO IPC: Elementary Education (1-6)

June 2009

TEACHING EXPERIENCE

(May use heading of Related Experience. Include field experience, paraprofessional, teacher assistant, and/or substitute teaching experiences)

School District/School Name, City, State

Month/Year-Month/Year

Position Title Grade(s) taught

- List most recent experience first
- Include student teaching or field experience and relevant volunteer positions
- Use present tense verbs for present positions; past tense verbs for previous positions
- Begin each phrase with an "action" verb.
- Do not use first person language such as "I" or "my"
- Highlight successes and achievements; go beyond stating duties and skills

PRACTICUM EXPERIENCE

School District/School Name, City, State

Month/Year-Month/Year

Practicum Type Grade level(s) and (Clock Hours)

- List most recent experience first
- Describe your experience (see Teaching Experience)

(Use the header, different first page feature to enter your name) **Your Name, page 2**

RELATED EXPERIENCE

(Optional, but recommended)

Employer/Volunteer Agency, City, State

Month/Year-Month/Year

Position Title

- List most recent experience first
- Include related positions such as choir director, child care worker, camp counselor
- Describe your experience (see Teaching Experience)

OTHER EXPERIENCE

(Optional, but recommended)

Employer Name, City, State

Month/Year-Month/Year

Position Title

- List most recent job first
- List jobs that show stability, account for time, or financed your education
- Highlight transferable skills such as time management, communication, dependability

SKILLS

(Optional)

- Use qualifying statements that describe your level of competency
- Example: Strong computer skills, CPR/First Aid certified, fluent in Spanish

HONORS AND ACTIVITIES

(Optional)

- List relevant and recent honors, awards, and scholarships (no high school) (include dates) (May instead be included in the education section)
- Indicate memberships and leadership positions (include dates)
- Do not include descriptions
- Example: Missouri State Teachers Association, Secretary/Treasurer (year-year)

REAP APPLICATION ONLINE

REFERENCES/PORTFOLIO

Available upon request.

(Use only if space permits)

- Do not list references on resume; create a separate reference page
- Provide references and/or portfolio only when requested by employer

RESUME FORMAT- EXPERIENCED

YOUR NAME

Street Address **Phone number**
City, ST Zip code **E-mail address**

(Use one non-work phone number. Have a professional voice message.) • (Use a professional, non-work email address.)

OBJECTIVE/QUALIFICATIONS

Limit to 5 lines. State the **type of position** desired (including subject area and grade). Describe qualifications most relevant to desired position. Example:

Early childhood teaching position. Eight years lead teacher experience with ages birth-five. Received district commendation for teaching performance. Presenter at Missouri State Teacher Association annual conference.

TEACHING EXPERIENCE

School District/School Name, City, State

Position Title- Grade(s) taught, Month/Year-Month/Year

- List most recent employer first
- Use present tense verbs for present positions; past tense verbs for previous positions
- Begin each phrase with an "action" verb
- Do not use first person language such as "I" or "my"
- Highlight successes, achievements, outcomes; go beyond stating duties and skills

RELATED EXPERIENCE (Optional)

Employer/Volunteer Agency, City, State

Position Title, Month/Year-Month/Year

- List most recent experience first
- Include positions related to teaching such as child care worker, camp counselor
- Describe your experience (see Teaching Experience)

PROFESSIONAL DEVELOPMENT

- List memberships and involvement with related professional organizations
- Include any related training and conference attendance
- Example: Missouri Teacher Association, Planning Committee (2002 – Present)

EDUCATION

College/University, City, State

Full title of degree (do not abbreviate), Major/Minor/Emphasis Month/year of graduation

- May include honors and awards (titles only)
- List most recent education first
- It is not necessary to list all education, such as high school or transfer credits

Certification: List the state, level, area and grades you are certified to teach, plus the effective date.

Example: Missouri Career Continuous: Elementary Education (1-6) May 2008

REAP Application Online (Use only if space permits.)

REFERENCES/PORTFOLIO Available upon request. (Use only if space permits.)

Do not list references on resume; create a separate reference page. Provide only when requested by employer.

RESUME FORMAT: STUDENT TEACHER

Your Name

Street Address • City, ST Zip code • Phone • E-mail address

(Use one non-work phone number. Have a professional voice message.) • (Use a professional non-work email address.)

OBJECTIVE

State the **type of position** desired. Include subject area and grade level(s). Keep it simple.

Example: **OBJECTIVE: Elementary School Student Teaching Position**

EDUCATION/CERTIFICATION

College/University, City, State

Candidate for (Full title of degree-do not abbreviate)

Month year

Major/Minor/Emphasis, GPA (if 2.5 or higher)

(Use anticipated graduation date)

- May include honors and awards (titles only)
- List most recent education first
- It is not necessary to list all education, do not include high school or transfer credits

Certification: List the state, level, area and grades you will be certified to teach, plus the expected date. Example:

MO IPC: Elementary Education (1-6)

anticipated Month Year

PRACTICUM EXPERIENCE

School District/School Name, City, State

Month Year-Month Year

Practicum Type Grade level (s) and (Clock hours)

- List most recent experience first
- Use present tense verbs for present positions; past tense verbs for previous positions
- Begin each phrase with an "action" verb
- Do not use first person language such as "I" or "my"
- Highlight successes and achievements; go beyond stating duties and skills

RELATED EXPERIENCE

Employer/Volunteer Agency, City, State

Month Year-Month Year

Position Title

- List most recent experience first
- Include related positions such as choir director, child care worker, camp counselor
- Describe your experience (see Practicum Experience)

(Use the header, different first page feature to enter your name) **Your Name, page 2**

OTHER EXPERIENCE

(Optional, but recommended)

Employer Name, City, State

Month Year-Month Year

Position Title

- List most recent job first.
- List jobs that show stability, account for time, or financed your education
- Highlight transferable skills such as time management, communication, dependability

SKILLS

(Optional)

Use qualifying statements that describe your level of competency

Example:

- Fluent in Spanish
- CPR/First Aid certified (2009-present)
- Advanced computer competency in both Apple and PC
- Proficient in education software: Board Maker, Overlay-Maker, Clicker

HONORS AND ACTIVITIES

(Optional)

- List relevant and recent honors, awards, and scholarships (no high school) (include dates) (May instead be included in the education section)
- Indicate memberships and leadership positions (include dates)
- Do not include descriptions
- Example: Missouri State Teachers Association, Member (2008 – present)

REAP application online.

References/Portfolio available upon request.

(Use only if space permits)

ITEMS NOT INCLUDED ON RESUME:

Do not list references on resume; create a separate reference page. Provide references and/or portfolio only when requested by employer.

In a separate document prepare a complete list of experiences with: Employers' name, full mailing address, phone number, supervisor's name, job title, dates of employment, and starting and ending salary. You also may need a complete list of all schools attended with dates. This information will be needed for your application.

REFERENCE PAGE

Names of references belong on a separate page and should be submitted at an employer's request. Do not include references on your resume. List three-five people who have agreed to be contacted as references and can evaluate your teaching performance/potential. Do not include a reference page with your resume unless requested.

Include the following information for each reference:

Name

Title

Employer (If this is a school, list both name of the school and the name of the school district)

Address

City, State, Zip

Work Phone (also an alternate number to be used during a school break)

Home Phone and E-mail (if authorized by reference)

If one of your references has changed employers since you were there, insert a line such as (former Principal, Wren Hollow School/Pattonville School District) so the potential employer can identify the connection.

Use the same paper, and the same formatting (including heading), for your reference page as your resume and cover letter.

SAMPLE REFERENCE PAGE

CASEY FINE

1889 Marigold Avenue • St. Louis, MO 63109 • 314-646-8250 • cfine@email.com

REFERENCES

Dr. Kathleen Hollins
Assistant Principal
Green Leaf School/Mayer School District
1928 Baltimore St.
St. Louis, MO 63117
314-899-1435 (during school break – 636-000-1111)
khollins@mayer.k12.mo.us

Mrs. Mary Ellen Wright
(Former teacher, Watson Elementary/Elm School District)
Fifth Grade Teacher
St. Louis Academy
8344 Ballas Rd.
St. Louis, MO 63229
314-739-9933 (during school break – 314-889-1410)

Ms. Pat Longnecker
Early Childhood Coordinator
Marygrove Child Center
23933 Patty Dr.
Chesterfield, MO 73223
636-839-2335
plongne@marygrove.com