

STUDENT TEACHER



RESUME GUIDE

Creating a great resume is your exciting first step to getting a job.

Think of it as an advertisement for yourself—a well-crafted summary of your education, experience and skills—designed to convince the reader to contact you for an interview.

The diagram below highlights some key parts of the resume that you might choose to include. Your resume will likely include a mix of the sections shown.

Licensure

Upon graduation (if students have met all requirements), student teachers will receive a Professional Educator License (PEL). Students will then have a specific endorsement for their license, depending on the program that they are in (or may have multiple endorsements). Students should list their license, endorsement(s), and their grade ranges in the Licensure section of their resume. See this list of examples regarding licensure and endorsements.

Teaching Related Experience

This section can include anything that is related to teaching/instruction or working with youth, including being a tutor, nanny, camp counselor, coach (coaching can also be a separate section), etc. Teaching Related Experience should be listed before Interactive Field Experience on the resume since these are experiences you've elected to do. In contrast, Interactive Field Experience is a requirement of your teaching program.

Interactive Field Experience

Observation hour experience can be included in this section. If you have lots of Teaching Related Experience, you could elect not to include this section (since your student teaching resume can only be one page in length). Depending on your other relevant experience, this section typically includes 2-3 Interactive Field Experiences, prioritizing the ones that were the most in-depth.

LAVONN POWELL

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LICENSURE

Professional Educator License (PEL) | Chicago, IL | Expected June 2020
English | Grades 9th-12th
English as a Second Language (ESL) | K-12th Grade

EDUCATION

DePaul University | Chicago, IL | Expected June 2020
Bachelor of Arts in Secondary Education
Cumulative GPA: 3.5/4.0 | Golden Apple Scholar

TEACHING RELATED EXPERIENCE

iCook Chicago | Chicago, IL | September 2018 - Present
Classroom Teacher

- Taught and facilitated nutritional dietary lessons to fifteen elementary school students for afterschool programs to promote a healthy lifestyle
- Instructed basic cooking techniques to elementary students to develop fine motor skills

Mather High School | Chicago, IL | July 2018-August 2018
Golden Apple Teaching Assistant

- Created and facilitated five lesson plans with a modified curriculum for English Language Learners to solve inequalities
- Assisted lead teacher in delivering lesson plans for a remedial Algebra class
- Engaged in classroom management techniques and the curriculum development process in communication with lead teacher

INTERACTIVE FIELD EXPERIENCE

Christian Fenger Academy High School | Chicago, IL | March 2018- May 2019

- Facilitated small group discussions with junior-level students on assignment focused on grammar use in professional email correspondences
- Consulted with lead teacher regarding classroom management strategies and best practices

Lakeview High School | Chicago, IL | September 2018- November 2018

- Created hands-on vocabulary lesson for 9th grade English class
- Instructed small groups on editing techniques to foster independence in the writing process

LEADERSHIP EXPERIENCE

DePaul Golden Apple Cohort | Chicago, IL | January 2018-Present
President

- Coordinate and participate in biweekly professional development meetings on topics including classroom accommodations, cultural competency, classroom management, and goal setting
- Lead weekly group discussions to process professional development sessions and share relevant resources

SKILLS & INTERESTS

- Fluent in Spanish and English
- Experienced guitar player (12+ years); interested in starting an afterschool club



Optional/Additional Section Headers:

Work/Professional Experience: Highlight on or off-campus jobs or full-time positions from a different industry.

Volunteer Experience: Include volunteer experience in this section; however, if the volunteer experience is teaching related, place it in the Teaching Related Section, citing your position title as a volunteer.

Leadership Experience: This section includes on-campus or additional leadership experience within the community.

Honors and Awards: Specific honors or awards; this can also be a line in your education section if you need to save room.

Study Abroad: This can be a separate section, or you can place it as a line in your education section.

Skills and Interests: Highlight any concrete skills you have in this section (e.g., language, technology, etc.) and/or specific interests you have that may be incorporated in an extracurricular club or after school activity.

Content Considerations:

Bullet Point Formula: Action Verb + Example + Result



Bad Example: This example doesn't include the entire formula

Tutored an eighth-grade student



Good Example: This example includes the entire formula

Tutored an eighth-grade student in pre-algebra, using the teacher's curriculum to raise her grade from a C to a B+ over a year

Skills and Interests: Highlight any concrete skills you have in this section (e.g., language, technology, etc.) and/or specific interests you have that may be incorporated in an extracurricular club or after school activity.