Teacher Candidate Resume & Portfolio Guide

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Resume Information for Teacher Candidates

The purpose of a resume is to get an interview. A description of your past experiences, paid or volunteer, arranged in reverse chronological order in addition to your educational history, campus activities, interests and skills are intended to entice the reader to call you for an interview. The example resumes in this guide will help you choose effective formatting and layout styles, but you still may wish to sit down one-on-one with a Career Advisor to help decide what content to include in your resume. For individual assistance, contact the Career Development Office at 419.448.2058.

Below are some general suggestions to help get you started:

- If you choose to utilize an “Objective,” include the grade levels and/or subjects you are prepared to teach and list a few important skills you have to offer. “To obtain a teaching position” is not specific enough. Remember, the objective is optional.
- List your Licensure (state, specific subjects and grade levels) near the top of your resume, either in the “Objective” or under the “Education” section. You must always list your degree (full title, avoiding abbreviations) under your “Education” section. Some people choose to list their licenses and certifications separately under a “Licensure” section.
- List your experiences and organizational involvement in reverse chronological order—the last thing you accomplished will be the first thing you list under each separate heading of your resume.
- Do not forget to list your methods and other field experiences—they are important!
- When describing your related experiences, like student teaching, include the subjects, grade levels, and the number of students you taught.
- Use action words to describe your responsibilities (refer to the ACTION WORD LIST under “Developing Your Resume” on the Career Development web page).

- Do not list high school involvement on your resume, unless something you accomplished in high school relates directly to your career goals (i.e., if you wish to coach basketball, and you played varsity basketball for three years in high school as well as volunteering as an assistant coach at a local YMCA, you will want to include those experiences).

- Do not list hobbies unless they relate directly to your career goals.

- Your resume is a professional document — avoid "cute" email address names, papers with colored borders, pictures of you or your classroom, or anything that does not project a professional teaching image. Using high quality resume paper is a must. You want an employer to be dazzled by your experience and accomplishments, not distracted by graphics or personal information.

- It is okay to use two pages for your resume. Just be sure that you have at least a half page of information on page two. Also, put your name (initials, or last name only) at the top in either the center or to the right side of the page, and add page numbers so that if the pages are separated they can be matched up again. It is often easiest to add your page information as a header or footer.

- 12 point font is suggested, with a slightly larger font for your name, and perhaps even your section headings. Do not use a font less than size 10, which can be very difficult to read. Also avoid flowery or narrow fonts that can be distracting or difficult to decipher.

- If you have space, definitely include your part time jobs, or other jobs you held before/during pursuing your education degree. You may wish to list them under a "Work Experience" or "Additional Experience" section to set them apart from your teaching experience.

- Include a cover letter with your resume. The cover letter should serve as an introduction to your professional job search documentation, and may be used as a writing sample. Be sure that is spelling and grammar perfect. And personalize your cover letters to each school/district to which you are applying for maximum impact. If you are attending a job fair, cover letters are not necessary.

- List your references in a separate document, with your name and contact information at the top (refer to DEVELOP A REFERENCE PAGE under "For Students/Alumni" on the Career Development web page).

- Use the following examples as a guide – your resume will be unique to your experiences and personality. Be creative while staying within the boundaries of professional correspondence.

Resume Examples

Daniel Naderer

636 Apple Blossom Way
Peony, Ohio 43636
Phone: 419-636-6363
DanNaderer@hotmail.com

OBJECTIVE

To obtain a full-time position in the field of AYA Science Education and assume a coaching role as part of the Cross Country, Track and Field, and/or Basketball programs.

EDUCATION

Heidelberg College Anticipated Date of Graduation: August 2006
Bachelor of Science in Education Tiffin, Ohio

- AYA – Adolescent to Young Adult (Grades 7-12): Earth Sciences & Physics
- Mathematics Minor
- Dean's List: two semesters
- Cumulative GPA: 3.57 / 4.00
- Completed Praxis II: Earth Science Content Knowledge (2005)
  Physics Content Knowledge (2005)
  Principles Learning & Teaching 7-12 (2005)

EDUCATIONAL EXPERIENCES

Student Teaching Spring 2006
Bellevue High School Bellevue, Ohio
9th C.S.I. Physics; 11th & 12th Grade Conceptual Physics

- Attended collaborative meetings between staff, administration, and outside agencies
- Planned, constructed, and taught daily lesson plans in laboratory and classroom settings
- Enhanced students' understanding of how physics and math relate to the environment through the integration of oceanography

Junior Field Experience Spring 2005
Tiffin Columbian High School Tiffin, Ohio
10th Environmental Science; *11th &12th Conceptual Physics*; *11th & 12th Advanced Physics*

- Prepared and organized daily lesson plans that utilized PowerPoint
- Graded assignments turned in for class credit and knowledge assessment
- Set up laboratories for experimental hands-on lessons, including water quality testing
- Worked with small groups, large groups, and individual students

Sophomore Field Experience Fall 2004
Tiffin Columbian High School Tiffin, Ohio
10th Life Science (Full Inclusion); 11th & 12th Grade Advanced Molecular Cell

- Taught several lessons on the interdependence of living organisms and biological evolution in a team teaching environment
- Maintained appropriate classroom rapport and discipline

Multicultural Field Experience Fall 2004
YMCA Storer Camps Jackson, Michigan

- Supervised seven urban sixth-grade adolescents for a period of one week
- Facilitated a variety of educational activities in an outdoor setting
- Maintained appropriate group behavior and team rapport throughout camp
- Accommodated physical, medical, and personal needs of cabin members

RELATED EXPERIENCES

Physics / Geology Tutor 2005 –2006
Heidelberg College Learning Center Tiffin, Ohio

- Provided individualized assistance to college students in the fields of Physics or Geology

Student Ambassador 2002 –2006
Heidelberg College Admission Office Tiffin, Ohio

- Introduced prospective students to campus, and shared information critical in helping them make an informed college decision
- Developed relationships with families to aide in transition from high school to college

Private Tutor 2005 – 2006
New Riegel High School New Riegel, Ohio

- Provided one-on-one help to a student needing assistance in Seventh Grade Advanced Mathematics

LEADERSHIP EXPERIENCES / ACCOMPLISHMENTS

Volunteer Track and Field Coach 2003, 2004, 2006
New Riegel Schools New Riegel, Ohio

Assistant Track and Field Coach 2005
New Riegel Schools New Riegel, Ohio

- Developed workout programs for the Track and Field Program
- Strengthened communication skills by establishing relationships with coaching staff, school administrators, and athletes' parents
- Established team morale and motivation throughout the season
- Adult CPR (valid to 2/21/07), First Aid (valid to 1/1/07), Pupil Activity (valid to 6/30/08)
- Attended Malone College Coaches Education Seminar (2005)

Heidelberg College Physics Club Presentation 2004
Ritz Theater Tiffin, Ohio

- Instilled a desire of science in students grades 4-8 through demonstrations
- WTTF 1600 AM Tiffin Radio Station Interview for show advertisement

COMPUTER SKILLS

Proficient using Microsoft Word, Excel, PowerPoint, Netscape Navigator (Webpage Design), Texas Instrument Graphing Calculators, Introductory C++ Computer Programming Skills

Justine W. Carson

888 County Road 88 • Belleville, Ohio 44888
Cell: 419-217-8917 • jolene102@hotmail.com

OBJECTIVE: To obtain a position as an Elementary / Middle School Teacher.

LICENSURE: Ohio Five Year Certification, Elementary Education 1-8, July 2006

EDUCATION:

HEIDELBERG COLLEGE
Master of Arts in Education
Degree: December 2005 GPA: 4.0

THE UNIVERSITY OF TOLEDO
Bachelor of Arts in Education
Elementary Education 1-8, with concentration in Math
Degree: May 2001 GPA: 3.74

CLASSROOM EXEPRIENCE:

8/04 to 6/06 **Bellevue City Schools**, Bellevue, Ohio 44811
Full Time Substitute Teacher

- Held long term Preschool and Second Grade positions.
- Developed and incorporated supplementary lesson plans.
- Explored and revised classroom discipline plans.
- Implemented rubrics and graphic organizers in a student-centered classroom approach to assessment.
- Developed "Academic Achievement" portfolios with Second graders.
- Substituted in grades kindergarten through twelve, including Special Education, Title I Reading and Physical Education.

8/01 to 8/04 **Windham Exempted Village Schools,** Windham, Ohio 44288
Fifth Grade Reading and Social Studies Teacher

- Team-taught with Title I Reading Teacher.
- Organized after school proficiency tutoring for at-risk students.
- Raised Social Studies off-grade proficiency scores by 8% first year of teaching.
- Integrated Web Quests and trained students to design PowerPoint Presentations for Social Studies, Reading, Spelling, and Health assignments.
- Instructed students in creating government diagrams using *Inspiration.*

6/04 to 8/04 **Windham Junior/Senior High School**, Windham, Ohio 44288
Eighth Grade Reading and Math Summer Intervention Teacher

- Assisted students with reading and math skills during summer school intervention program.

6/03 to 8/03 **Atkinson Elementary School,** Fremont, Ohio 43420
Summer School Reading Intervention Teacher

- Reviewed 4th grade reading proficiency skills with at-risk students.
- Introduced *Reader's Theater* to enhance reading fluency and to expose students to a new literary genre.

6/02 to 7/02 **Warren G. Harding High School**, Warren, Ohio 44481
Summer School Algebra Teacher

- Engaged students from 8th grade to 12th grade in hands-on Algebra activities.

2/02 to 5/02 **Burroughs Elementary School**, Toledo, Ohio 43606
Second Grade Student Teacher

- Incorporated a weather unit involving hands-on activities and the scheduling of News Channel 13 meteorologist, Jay Bershback, to speak with all second grade classrooms.
- Organized a field trip to COSI for a practical, hands-on science experience.
- Used cross-curricular approach in teaching reading and social studies.

COMPUTER SKILLS:

- Microsoft Office
- Netscape Composer
- Inspiration
- Pinnacle Grade Book
- Grade Quick

REFERENCES:

Available upon request.

Cover Letter Example

Jordan Meyerholtz
333 Fifth Street ◆ Fremont OH, 43420 ◆ 419.333.3333
jmeyerholtz@yahoo.com

February 24th, 2006

Andrea Smith
Human Resources Director
Friendly Ohio School District
444 Sunshine Avenue
Happyville OH, 44444

Dear Ms. Smith:

Upon completing my Bachelor's Degree in Comprehensive Science (AYA) at Heidelberg College in August 2006, I am seeking a full-time position as a High School Teacher. I believe my commitment to integrating science across the curriculum and my proven interactive teaching style will benefit the students in your district.

As a student in Heidelberg's Education program, I have gained many valuable skills through my experiences at various school districts throughout the region. I have engaged in many classroom and field-based educational experiences that involved collaboration with other professionals in the field, specifically adapting lesson plans for a special needs resource classroom and co-planning lessons with both Art and Music teachers.

In addition to successful completion of my field experiences, I have also taken on the challenge of carrying out other roles outside the regular classroom. Judging science fair projects at several school districts, coaching track and field for three seasons, and helping to establish the student-run Eco Club demonstrate my commitment to community involvement. I have also attended several Science symposiums and presented completed my own research projects at Heidelberg. I continue to actively engage in scientific experimentation and the search for better methods to connect with students of all ages to enhance their lives through science.

For more details concerning my experience and skills, please refer to my enclosed resume. Thank you for your time, and I would appreciate it if you could send me application materials for both substitute and full-time teaching positions. Additionally, I will be contacting you within two weeks to discuss potential job opportunities in your district.

Sincerely,

Jordan Meyerholtz

Presenting Your Professional Experience in a Portfolio

A teacher Portfolio provides prospective employers with information about a teacher's suitability for a position. A teaching portfolio is a structured collection of evidence of a teacher's best work that is selective, reflective, and demonstrates accomplishments over time and across a variety of contexts. Be sure to include captions that briefly explain the examples you include, as well as summaries/commentaries that reflect on the teaching and learning documented in your portfolio. This is also the place for photos, graphics, and other personal touches that illustrate your personality and enthusiasm in the classroom.

The successful Portfolio answers three basic questions:

1. Who are you as an educator?
2. What have you accomplished as an educator in the classroom and beyond?
3. How do I (potential employer) know you will be a successful educator in my school?

What personal information and documentation should be included in a Teaching Portfolio?

- A statement of teaching philosophy or teaching goals
- Professional resume
- Written letters of reference
- Evidence of participation in extra-curricular or community activities
- Documentation of honors or awards
- State certification/licensure documents
- National Teacher Exam results, if applicable
- Official transcripts from all college level programs attended
- Evidence of participation in professional development experiences
- Examples of curriculum development and implementation
- Examples of other pre-professional experiences

Good examples of curriculum development and implementation:

- Choose one written report regarding your use of assessment/screening instruments
- Include a test you created
- Choose one I.E.P., being careful to edit information for privacy purposes
- Select one exceptional written example of your ability to prepare for and organize a parent conference or other school event
- Choose one project showing your ability to analyze, develop, and adapt curricula
  - Include the outline you used to prepare, and the standards you used to justify your choice of curriculum
  - Include a written discussion (term paper, article critique, book review) of curricular or instructional approaches, or an analysis and synthesis of information regarding pertinent issues in education and special education
  - Add photos of the completed project, or students engaging in the curriculum
- Choose one representative item among examinations or papers

- Additional items may include: adapted materials, classroom or field trip photos with descriptions, a supervisor's evaluation from a part-time or on-campus job

Good examples of pre-professional experiences:

- Field experience evaluations
- Student teaching evaluations
- Lesson plans and/or unit plans
- Photos of teaching experiences including school settings, learning centers, bulletin boards, etc., with brief descriptions
- A videotape or CD-Rom copy of your best lesson