

## Resume Information

Information for the resume requirement with the Student Teaching Application:

Note: This resume should be written for your student teaching application. Focus on education experiences. Draw attention to your relevant experience in the schools. You must **list at the top, all your practicum experience, number of hours, district, school and grade level.**

## Resume

Be sure to check and double-check your spelling. Have it proofread before taking it to your advisor. The format for your resume is up to you. The most commonly used format includes the following:

- Name and contact information (you must use your acornmail email account)
- Goal statement (entirely optional and, if included, may be specific or general)
- Experience (**field experiences/practica**)
- Employment, volunteer work, relevant school &/or community activities, etc.—usually listed in reverse chronological order—including job title (or type of experience), dates, employer (or sponsor), place, and duties performed/responsibilities (the latter usually as incomplete sentences in bulleted lists, starting with action verbs)
- Education: degrees earned, date of (or anticipated date of) graduation, college (with location), grade point average, (optional).

Do not include references on your resume for the student teaching application.

Do not use resume quality paper. Applications are copied and resume paper does not always copy well.

Use a good quality printer and check the resume for smudges or other marks.

*There are two basic resume formats: chronological and functional. You will need to determine which format is best for you. Your resume should be kept to 1-2 pages in length.*