

Resume Tips

- 1.) **Make your unique skills and accomplishments clear to the reader.** Every recruiter reviewing resumes already knows what a teacher generally does. DON'T list the elements of your job description. Instead, highlight your skills, experiences, and accomplishments.

Good Example

Math Teacher, Hogwarts Middle School

Skills/Experiences

- *Implemented an innovative, blended learning curriculum using small group, direct instruction, and Khan Academy stations*
- *Built positive classroom culture amongst six sections of 27+ students resulting in less than five send-outs for the entire school year*
- *Engaged student families through the use of Cardstock digital platform and achieved at 6:1 positive to adjusting feedback message ratio*
- *Supported two students to submit and pursue the prestigious Jack Kent Cooke Scholarship Accomplishments*
- *82% of students achieved their annual personalized growth goal for 8th-grade math content including 78% of students with IEPs*
- *71% of students earned "Meets Standard" on state accountability test as compared to the statewide average of 62%*

Non-Example

Teacher, Hogwarts Middle School

- *Implemented daily lessons*
- *Managed classroom environment*
- *Communicated with families*

- 2.) **Include data and context.** Tell your reader about what you achieved and why that is meaningful. Especially if you are applying out-of-state, make sure to contextualize assessment scores that may be unfamiliar to recruiters and principals in other states.
- 3.) **Show your commitment to equitable teaching.** Highlight your work to make sure that all students, including those with IEPs or those who speak English as their second language, thrive in your classroom.
- 4.) **Get specific.** If you have knowledge of technology platforms or curricula from previous roles, that is an asset. These could include platforms such as Canvas, Google Classroom, or Class Dojo or curricula, including STEMScopes, AP curricula, Lucy Calkins, etc.
- 5.) **Put your leadership on display.** Make sure to include leadership roles, both formal and informal such as Grade Level Chair, Department Chair, Prom Committee Lead, Student Wellness Task Force, etc.
- 6.) **Have a friend or colleague edit for spelling, clarity, and grammar.** Teachers are communicators, so how you communicate reflects on your qualifications!
- 7.) **Keep it short and clean.** No more than two pages and avoid patterns, artsy fonts, or images.