

RESUME

What is a Resume?

A resume is a summary of your qualifications for a particular employment opportunity. It highlights your education, experience, skills, and other relevant professional information. A resume should provide a verbal snapshot of how your expertise makes you a qualified candidate for a position you are applying for, and it helps you get an interview.

Information to Include in Your Resume

The information included in a resume typically includes the following:

Personal Heading – The top portion of your resume which typically includes your name and contact information (phone number with area code and email address).

Education – In reverse chronological order, required education information includes:

- Names of universities and/or colleges you attended and received degrees from
- Degree(s), major(s), and minor(s) if applicable
- Date of graduation (month and year)
- Location of university/college (city and state)
- Any certifications or licensures related to your degree

Optional educational information may include a study abroad experience, overall grade point average of 3.0 or better, major grade point average, certifications, area of emphasis or concentrations, relevant coursework, projects, publications, or research, internships, international experience, and/or scholarships and academic honors.

Student Teaching – Student teaching should be the most weighted section (Once you have professional teaching experience, that will be the focus of your resume and other headings will not be as in-depth). In reverse chronological order, you should include:

- School name and location (city and state)
- Grade level
- Dates of employment
- Descriptions of your responsibilities and/or accomplishments. Do not just list tasks that you completed. (See our Action Verb Statements handout for verb ideas)

Field Experiences – In reverse chronological order, you should include:

- School name and location (city and state)
- Grade level
- Indicate Field Experience I, II, or III
- Dates of employment
- Name of Cooperating Teacher and UNI Faculty Advisor (after student teaching is completed, names will NOT be needed on resume)
- Descriptions of your responsibilities and/or accomplishments (action verb statements – see our Action Verb Statements handout)

Headings to Consider

Additional Teaching Experience/Related

Activities – Have you tutored, been a mentor, participated in Camp Adventure, taught Sunday School, or worked in an after-school program? These can be included in their own section!

Coaching – If you have more than one coaching experience, it can have its own heading (especially if coaching is important to you). Otherwise, coaching experiences can be listed under a different and still relevant heading.

Other Work Experience – Jobs such as a host, detasseler, sales associate, desk assistant, and many others utilize transferable skills related to teaching. These can be listed under their own heading.

Professional Affiliations – You can list organizations or affiliations you are involved with.

College Activities – Clubs, events, activities you were a part of can be listed on your resume. Did you have many leadership roles? If so, consider adding “**Leadership**” to the heading.

Activities – List your student, community, and leadership activities including organizations, clubs, student government, athletics, professional affiliations, and/or volunteer opportunities

Special Skills – Most typically includes computer (software, etc.), technical (video editing, website design, etc.), and/or language skills (languages and proficiency)

There are many other headings that can be used. Be sure to use what you think is most relevant to you. Here are other examples:

- Special Training
- Volunteer Activities
- Honors and Awards
- Publications
- Travel Abroad
- Presentations

Your information should be presented in the order that best supports your goal and enhances you as a candidate for the position you are seeking. **Do not hesitate to create headings specific to your experience.** This is how your resume becomes uniquely yours and sets you apart from other applicants.

Other Areas to be Aware of

Personal Information – Include only when it has a direct bearing on the position. Titles VI, VII, and IX of the Federal Civil Rights Act prohibits information unless it legitimately relates to job tasks.

Disability Disclosure – Under the protection of Section 504 of the Rehabilitation Act of 1973 and the ADA, persons with disabilities have no obligation to disclose their disability prior to receiving a job offer. Individuals with a disability should consider carefully how and when disclosure of their disability would be most advantageous. They should also know what kind of accommodations (if any) they will require.

References – References are typically provided to an employer on a separate sheet of paper with your resume header at the top. For each reference, include their name, title, the organization they represent, their relationship to you, phone number, and email address. Reference should be able to speak positively about your ability to be a teacher, your professionalism, and you as a person. Be sure to ask individuals’ permission to be a reference.

General Content and Style

- Use short phrases with verb tense agreement (Are you done working? Past tense. Are you still working? Present tense.)
- No complete sentences nor pronouns
- No photograph
- Use facts
- Concise but do not sell yourself short
- Personalize resume to specific job!

Formatting Tips

- Be sure your name stands out
- Readable font style and size (10-12 point)
- Consistency
- 1-2 FULL page(s)
- If 2 pages, list your name on second page (you can use your personal heading or list “last name, first pg. 2”)
- PROOFREAD

Additional Help?

UNI Office of Career Services – 102 Gilchrist Hall
careerservices.uni.edu – (319) 273-6857

Visit our website for other helpful resources.

Do you want your resume reviewed quickly?
Email your resume to career-guides@uni.edu.