

Resume Guidelines for WheTEP

Updating your resume for methods/student teaching placements

Content:

- Build upon the resume you prepared for the teacher aiding practicum.
- If you don't already have your anticipated degree and graduation date listed as the first item on your resume, include it as your first item on your resume and date it, such as "Anticipated May 2018."
- Remove your high school diploma and any high school experience you may have included.
- Be sure to include the teaching license and endorsements you are seeking. For example:
 - IL Professional Educator License for Elementary (grades 1-6), with ESL endorsement and Middle School English Language Arts endorsement, or
 - IL Professional Educator License for Secondary Math with Middle School Math endorsement.
- Please view the resume from the perspective of a school administrator and potential cooperating teacher. What kinds of educational experiences have you had that prepare you for student teaching? Include the cross-cultural tutoring practicum and teacher aiding (not babysitting). Include summer work when related to education. For instance, while working at a summer camp as a counselor, you may have taught some skills or led natural science-related activities.
- Be sure to include diverse experiences, showing your preparation for working with culturally and linguistically diverse learners.
- Technology skills that enhance learning are also appreciated, so note your competencies in this area.

Format:

- Limit to one side of the paper-combine experiences when similar and appropriate
- Clean, uncluttered layouts are more attractive; the text is more accessible
- Sequence experiences in reverse chronological order, *most recent to earlier ones*.
- Margins are within a reasonable range (0.5" – 1" all around).
- Use Sans Serif fonts, such as Calibri, Helvetica, Arial Narrow (avoid Times New Roman).
- Font should be 11-12. Font for your name should be somewhat larger (16-18).
- Check spelling and grammar carefully-this is critical for first impressions; get feedback from someone with editing skills or make an appointment at the Writing Center. The Center for Vocation and Career also has a career coach designated for working with the Education Department, Ozias Washington. You can make an appointment with him using Handshake and look for him in the Education Department during drop-ins.