

**Student Teacher Resume Letter Tips**

**What is a Resume?**

* A quick way for a hiring official to see your education, skills and experience
* Aim for high quality content, clearly written and error free – lots of formats
* Should be aesthetically pleasing with relevant content

**Top of the Page**

***Identification:*** your first and last name, contact information (professional)

***Certification:*** list all certifications & endorsements and when you expect to receive them (example: Nebraska Initial Elementary Certification, expected January, 2018)

***Education:*** institution, city, state and expected graduate year & month, GPA

*\*\*write out your degree (Bachelor of Arts)*

**Experience**

* Include concrete, relevant, rich teaching experiences. Bullet points (accomplishment statements) will be included under each one
* Should be listed in reverse chronological order
  + Teaching Experience (student teaching)
    - Include specific lesson plans, classroom management skills and things that make you unique
  + Teaching Related Experience
    - Any paid or unpaid experiences where you had teaching related skills (tutor, coach, camp counselor, etc.)
  + Field Experience
    - Practicum experience and other active instructional roles in classrooms
  + Work/Professional Experience
    - Skills obtained in another industry that are transferable to the classroom (training, collaboration, etc.)

**Other Tips**

* Additional options to include: Volunteer Experience, Leadership Experience, Honors/activities, Special Skills
* Action verbs (coordinated, fostered, integrated, differentiated) – use the thesaurus!
* Buzz words (critical thinking, manipulatives, IEP, modified instruction)