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EDUCATOR RESUME GUIDE

To access all of our online tools and information, visit: nl.edu/careerdevelopment

What is the purpose of a resume?

Your resume is a **marketing tool** that allows you to share important details about your education, experience, and qualifications with future employers. A resume should demonstrate **how** and **why** you're the right fit for a job. Think of it as a brochure promoting your **professional brand**.

FORMAT

- **CONSISTENCY IS KEY.** Keep spacing and formatting consistent throughout document. Avoid the use of underlining or fancy bullets. Keep formatting simple.
- **EMPHASIZE** major headings using capital letters and bold font. Center all section titles.
- **DATES** should be listed on the right hand side of the page, flush with the right margin.
- **ORGANIZATION:** List all your experiences in reverse chronological order
- **TEMPLATES:** Avoid using templates since they are difficult to update
- **LENGTH:** 1-2 pages, but **be concise**. This is a new standard for educator resumes—1 page is no longer as critical.
- **FONT:** Use only conservative font types (Arial, Calibri, Times), use font sizes 11 for text and 12 for section titles.
- **MARGINS:** Set margins to no smaller than .5" and no larger than 1" inch on all sides.
- **NO pictures, graphics, or personal information** (e.g. age, children, religious affiliation, unrelated hobbies, etc.)
- **If you do have a second page,** place your name followed by your email or phone number at the top or use a footer/header to do this. Justify the page number to the right.
- **Proofread, proofread, and PROOFREAD!** Accuracy is paramount. Your resume should be free from ALL spelling, punctuation and grammatical errors.

SECTIONS AND HEADINGS

A well-organized resume groups information into sections under related titles. Sections most relevant to the job you're applying for should be as close to the top of the page as possible.

Required sections:

Name/Contact information
 Education/Licensure and Teacher Preparation
 Professional Experience
 Student teaching/Practicum/Internship

Optional sections:

Objective/Summary/Career Profile
 Volunteer Experience/Coaching
 Professional Affiliations/Professional Development
 Technical Skills/Language Skills

NAME & CONTACT INFORMATION

This section should always appear at the very top of your resume. Include your **full name, mailing address, phone number, and email address**. If you have a **LinkedIn** profile, you can also include your profile's URL in this section.

OBJECTIVE

An objective is a statement of your **career goal**. Educator objectives should be **kept brief** and to the point. For example, "IL licensed professional educator endorsed in early childhood education seeking a K-3 teaching position; willing to supervise extracurricular activities and clubs."

EDUCATION & LICENSURE

Required information for this section includes your **school's name**, the type of **degree you received**, your **program of study**, the **month and year you graduated**, and the **location of your school**. Optional information can include your GPA (if it's above a 3.0), relevant coursework, or any honors and awards you received.

Teachers must also include their Illinois Professional Educator License and endorsements.

Example:

MAT, Secondary Education, National Louis University, Chicago, IL

May 2016

Licensure: IL Professional Educator License

Endorsements: Secondary Education (6-12), Bilingual Education, Mathematics, Physics

*If your undergraduate degree is not related to your teaching concentration, you can list it at the bottom of the resume in a section titled "Additional Education & Qualifications."

TEACHING EXPERIENCE

Required information includes the **name and location of the organization** you worked for, your **job title**, the **date range** of your employment, and **bullet points** describing some of your key skills and experiences. Please refer to the BULLET POINTS section below to learn how to craft effective achievement statements.

New teachers should include **practicum** and **student teaching** experience to demonstrate their skills in the classroom. This information can be phased out as you gain full-time experience in the field.

Example:

Student Teacher, Adlai E. Stevenson High School, Grades 9-12, Lincolnshire, IL Spring 2015

- Differentiated 4 units of Biology and 3 units of Chemistry incorporating interactive and collaborative components to encourage peer-peer learning.
- Assessed learning using questioning, surveys, bell-ringers, quizzes, and worksheets.

ADDITIONAL TEACHING-RELATED SECTIONS (OPTIONAL)

Employers understand that professional skills can be gained outside of the workplace. If you have teaching-related experience outside of the classroom, we encourage you to include it under a relevant section heading. Examples of teaching related jobs include babysitting, childcare, coaching, or volunteering for after-school programs.

Example:

Volunteer, Big Brothers Big Sisters of Metropolitan Chicago, Chicago, IL
Nanny, McKenzie family, Evanston, IL

April 2013 – Present
June 2012 – April 2014

ADDITIONAL EXPERIENCE (OPTIONAL)

For career changers, you can include information about your former non-teaching related jobs in a section titled “Additional Experience.” Since this information is not strictly teaching-relevant, remember to keep your bullet points very concise and to the point. Including only 1-2 bullet points per position is fine, and remember to highlight any transferable skills. Additionally, it is recommended to place this section beneath your Education & Licensure and Teaching Experience sections, since the top half of your resume should be used to showcase relevant experiences.

ORGANIZATIONS (OPTIONAL)

If you are a member of a professional organization, club, or campus group and would like to feature that experience on your resume, you can include it under the section title “Organizations.” Should your participation demonstrate leadership skills or transfer well into teaching, then be sure to build in context by listing a title or position you held as well as dates.

Example:

Student Education Association, Treasurer

Spring 2012 – Spring 2014

SKILLS (OPTIONAL)

If you have any technical skills (Smart Board, Microsoft Power Point, etc.) or language skills you would like to feature, include them in a “Skills” section near the bottom of your resume.

BULLET POINTS

Bullet points are brief, concise statements used to highlight your skills and experiences. Rather than simply listing job duties, bullet points give you the opportunity to share **specific skills** and **unique details** about yourself. Research the job you’re applying for so that you know what industry specific keywords to include.

Unlike writing a cover letter, bullet points should **never** be paragraphs or complete sentences. Additionally, they should always begin with an action verb and never contain personal pronouns like “I” or “my.”

The **SOAR method** is an excellent tool for writing neat, effective bullet points.

Situation (Set the stage; where were you working?)

Obstacle (What obstacle were you working to overcome?)

Action (What actions did you take?)

Result (What was the outcome of your actions?)

What should a UNIQUE bullet point look like?

Before

- Designed lesson plans
- Used classroom technology

After

- Designed and implemented developmentally appropriate lessons using interactive methods of instruction.
- Integrated Smart Board technology into classroom activities to help students practice and reinforce math concepts.

Questions? We’re happy to help! Set up an appointment with a Career Advisor by calling 312-261-3270 or emailing careerdevelopment@nl.edu.