

# Ima Teacher

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218.236.1234

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Colgate, ND 58060  
701.555.3242

teacher@dragon.net

## OBJECTIVE

(Must be concise and targeted to position desired. Maximum of two lines. Omit personal pronouns here and throughout resume. If you are establishing a credential file with Career Services, omit the objective on the resume you provide our office in order to use it to support your candidacy for a variety of positions.)

## EDUCATION

**Summa Cum Laude**, Bachelor of Science in **Life Science Education**  
Minnesota State University Moorhead (MSUM), Moorhead, MN May 2004

(List **GPA** or **Major GPA**, whichever is strongest, omit GPA if under 3.00 – if you graduated with honors, begin with Cum Laude, Magna Cum Laude, or Summa Cum Laude)

(Begin with most recent degree and work backwards listing only post-secondary education.)

(If you have earned a significant amount toward your college expenses, state that here.)

### EXAMPLE:

Earned 60% of college expenses working an average of 20-25 hours per week while enrolled in full-time class schedule

## CLASSROOM EXPERIENCE

**10<sup>th</sup> Grade Student Teacher**, Fargo South High School, Fargo, ND Fall 2003  
(Expand on skills gained using **past tense action verbs** to begin phrases. Use vertical listing for emphasis. Start with the most important skills.)

- Integrated hands-on learning activities through the dissection of a fetal pig
- Provided after school tutoring to students having attention, emotional and behavioral differences
- Utilized computer technology to post grades. Offered on-line reviews for students to access
- Coached 10<sup>th</sup> Grade Science Olympiad team to a successful season

(Add any additional information on other student teaching or practicum experience in the same format.)

## RELATED EXPERIENCE

(List positions or volunteer experiences most directly related to your career objective. **Present in reverse chronological order** (most recent first). Include **transferable** or **desirable skills and accomplishments** or **results**.)

## EMPLOYMENT

(Highlight accomplishments related to position desired. Show promotions or increases in responsibility.)

**Assistant Manager**, Marshall Fields, Fargo, ND Summers 2001 – 2003  
**Promoted** to Assistant Manager of Estee Lauder cosmetic counter July 2002. Assisted in hiring and training new employees. Taught customers the correct method of applying cosmetics

## AWARDS/HONORS

(List all honors, beginning with most significant. Recent graduates may use significant high school honors to show patterns of accomplishment. You may include honors under the Education segment, but if so, do not repeat information.)

(Continued on reverse)

**PROFESSIONAL ORGANIZATIONS** (List names of organizations, offices held and accomplishments. If you have attended workshops or seminars change this heading to Professional Involvement.)

**OTHER POSSIBLE HEADINGS** **ACTIVITIES/ PROJECTS**  
(Present course projects, research, publications and extra-curricular activities to show ability to work on a team, to present evidence of leadership and carry through to completion.)

**COMMUNITY INVOLVEMENT**  
(Include volunteer participation that enabled you to gain skills employers need.)

**COMPUTER SKILLS**  
(List computer applications which you are proficient in using.) (Did you use technology in the classroom? If so, note it under CLASSROOM EXPERIENCE.)

**LANGUAGES**  
(List languages in which you are proficient in speaking and writing.)

**REFERENCES**

**RESUME GUIDELINES:**

Your resume is a marketing tool designed to tell a prospective employer: who you are, what you know, what you would like to do, your accomplishments and the qualifications and personal strengths you have to meet their needs.

- 1) Emphasize your **transferable skills and results or accomplishments**. Be specific.  
*Examples:* Designed and implemented new inventory control system that reduced out of stock items 15% in the first month of operation. (effective)  
  
Helped improve inventory control. (weaker)
- 2) Teaching resumes may be more than one page, but no more than two.
- 3) Emphasizing position titles (what you did), rather than where you worked, usually results in a resume that markets your capabilities in the best light. However, that depends on the types of positions/jobs you have held.
- 4) Include only the most powerful information—that most relevant to your stated objective or the job you are targeting.
- 5) Present your strongest information first in each category or job.
- 6) There should be no errors in spelling, punctuation or grammar. Carefully proof your own resume and have another person you trust give it a final proof.
- 7) Give time and thought to preparation, style and layout. Resumes must be well organized.
- 8) Design your resume for eye appeal. Make it inviting to read. Use an attractive, open layout, good white space, bulleting and vertical listing for emphasis. (Example on reverse side under CLASSROOM EXPERIENCE.)
- 9) Use high quality bond paper with an attractive texture. White, ivory or very light gray are the best colors.
- 10) Eliminate extraneous words and information. Focus on related skills.
- 11) Target resume by using language of the career field or prospective employer.

**Call Career Services at 218.477.2131 to make an appointment for a resume review.**