Part Six: Writing Your New Resume

For better or worse, in the 21st century, your successful job hunt is likely to occur online. Most every industry (heck, even teaching) advertises, interviews, and hires through the Internet. That means that you will need to have a basic comfort level in navigating websites, writing emails, sending digital resumes, and maintaining a professional web presence.

We'll talk about getting comfortable with the Internet in a later section of the guide. For now, let's focus on revamping your teacher resume to adequately communicate your skills to a prospective employer.

Resume Basics

The basic format of a resume lies in the grouping of the following information in order of importance:

- Your full name
- Your contact information
- Job-specific credentials and key accomplishments
- Experience
- Education
- Technical skills and talents
- Honors, activities, and outreach

The order of this information will depend on the job you are applying for and your background. For example, all resumes will begin with your full name and contact information. If your strength is your length of time in the classroom and your identifiable skills, then you should lead with that. If, however, you have a Master's Degree or other specialized education, you may decide to lead with that information. Most people should begin with jobs and experience before education, but go with the information that is most valuable for the job.

As for dates and timing, a general rule of thumb is to take the dates off of your education if you are more than five years post graduation, for the sake of avoiding ageism. There are a few exceptions, however, such as if you just got your masters and want to showcase it.

You also need to focus on important parts of the resume from a hiring manager's perspective. Ask yourself the following questions and use the answers to design your final resume:

- Can a hiring manager see my most relevant qualifications and credentials within 10 to 15 seconds?
- Does important information about my work history jump off the page?
- Do I really sell myself on the top quarter of the first page?
- Do I clearly show what I've accomplished in my time teaching?
- Is it immediately obvious to a hiring manager why I'm qualified for the job I'm applying to?

Resume Template

[Click here](#) to download a FREE basic resume template. Use the results of the competency translator to create a master resume, and then edit the master resume into a real resume each time you apply for a new job.

[Click here](#) to download a FREE basic resume template as a Microsoft Word Document.

Resume bullet-writing tips

- **Rewrite each bullet point to be in past tense, preferably a verb.** The correct tense will make your resume much easier to read and using verbs will help you express what it is you do. It is also acceptable for your current job to be listed as present tense and your past job duties to be listed as past tense. For example:

Volunteer work for local schools	Should be…	*Demonstrated* basic teaching skills and content knowledge with local volunteer program
Huge workload of grading and lesson planning	Should be...	*Manages* a high workload in multiple work streams such as management, coordination, and paperwork

The verbs you choose are very important. Demonstrate, manage, and mediate are important action verbs that show your role and your ownership in the activity. Attend, listen, and mastered are not.

- **Use statistics and numbers whenever possible to add concrete data to your statements.** The most important thing you can do is show that your workplace is a better place for your having been there. An excellent way to do this is to provide statistics and numbers that represent your efforts. For example:

Improved fundraiser sales	Should be…	*Drove* a 34% growth in fundraiser sales (from $300 profit to $402 profit)
Reduced student fights	Should be…	*Enacted* a school-wide anti-bullying campaign that resulted in a decrease of violent incidents from 18% to 10% of administrative reports

- **Rewrite each bullet point so that the action could apply to any job.** As you translate your teaching skills into business skills, you have to do a kind of magic trick: you must try to make the point generic enough that you could show up and perform those skills at your new job, but also specific enough that the reader understands why you were instrumental accomplishing the task. For example:

Designed a grading rubric for the whole 9th grade to use	Should be…	*Analyzed* current company-wide procedures and designed new cross-curriculum program that increased student test scores from 70% to 97%
District-wide meetings with school Superintendents and write newsletters and announcements	Should be…	*Revamped* newsletter, announcements, and presentations for executive board meetings to increase attendance by 3%

The first sentence was specific to the field of teaching or the project, while the second is a general concept that you can take with you to a new job. It also highlights exactly how your skill helped to improve your workplace or meet your goal.

General Resume Tips:

- **Get an email address with your initials and last name.** Approximately 70% of resumes find their way to an HR professional electronically, so it's hard to ignore email. However, few HR professionals will be interested in sending a reply email to hotchikk88@ or mrmoney4ugirl@. Use a free email service such as Google or Yahoo to create a professional, permanent email address with your initials and last name. Using your initials instead of your full name will help you avoid targeted spam and will protect your privacy.
- **Try to fit your resume to a single page, but it's okay to go over.** A single page is often all the time you will get from an HR specialist, so being restricted in length is a great way to force yourself to prioritize important skills, experiences, and past positions. You may need to modify your resume for every job you apply to. If certain items do not relate to the job to which you are applying, remove them.
- **Hyperlink examples, not histories.** When you submit your resume by email, use a small number of hyperlinks so that the hiring manager can click to open a webpage. Don't go crazy with links or the interviewer won't know what is important. Instead, pick three to four important things to make clickable, such as sample writing or published pieces, portfolios, education references, or school information. If you are applying to a job board, company hiring system, or website, do not include hiring links so that they will not trigger any formatting issues in the Applicant Tracking System (ATS) system.

- **Avoid excessive font effects.** Pick just two font effects, such as bolding, underlining, or italicizing with which to format your resume. Using too many font changes will make your resume look disorganized and random.

Sending the Resume – Saving the Document as a PDF

If you're sending your resume to a specific person, you may want to send it as a PDF so that your intended formatting is intact.

Follow the following instructions to do so:

PC
1. Write your resume in Microsoft Word.
2. Save as a word document.
3. Then, with the file open in Microsoft Word, click "File"> then "Save As"> then click the drop down "Save As Type"> then click "PDF," then click "Save"
4. Open the document as a PDF to double-check that the formatting looks good.

Mac
1. Write a resume in Word.
2. With the file open in Microsoft Word, click "File"> then "Save As"> then click the drop down "Format"> then click "PDF," then click "Save"
3. Open the document as a PDF to double-check that the formatting looks good.