

# The Texas Institute for Teacher Education

## Teacher Resume



**School Districts focus on four areas:**

**Certification eligibility (TXITE Program Enrollment)**

**Employment eligibility (Conferred degree)**

**Experiences working with children**

**Teaching in school and non-school settings**

While you should go to great lengths to write an exceptional resume, you should not write a resume that is exceptionally great in length. One page is best, but if your extensive work history warrants a two-page resume, then go ahead and create a document that reflects the full range of your experience as it relates to education and accomplishments. The dates and titles on your resume need to be accurate. School districts will typically verify work history.

## **CRITICAL INFORMATION SHOULD BE EASILY LOCATED IN 15 SECONDS**

There is no special format for the resume. However, it is important to note that the resume should showcase critical information easily as well as focus on eligibility for teacher employment. Try combining information such as work history to keep everything on one page.

## **JOB-RELATED SKILLS**

Personnel managers are most interested in your experience from the last ten years and experiences that will impact student learning in the classroom, such as technology skills, customer relations, training new employees, supervising employees, and teaching in non-school settings.

## **OBJECTIVE**

Your objective needs to be simple and to the point. If you include the name of the school or school district, be sure to change it prior to sending it to a different school/district.

## **PERSONAL CONTACT INFORMATION**

The objective is that all information can easily be matched to an application on file. Information needs to be current. Use “official” name(s) on resume. Multiple last names should be included. Former last names can be included in parenthesis. Distinguish between home and cell phone numbers. E-mail address is very important. If you don’t already have one, create a professional e-mail address that includes your name, such as maria.smith@example.com.

## **CERTIFICATION AREAS**

Only list the content area(s) for which you are eligible or will become eligible after testing.

## **EDUCATION**

The most important information for a candidate in an alternative teacher certification program like TXITE is that the minimum requirement of a bachelor’s degree has been awarded or will be awarded. Include University and degree date. Do not include all other universities from which a degree was not received. (You will need to provide official transcripts from all universities/colleges attended at time of hire.) Be sure to include all majors/minors.

## **WORK HISTORY**

Summarize all work history beginning with current employment and list backwards. State more than the job description jargon from your company’s Human Resource manual. Present specific accomplishments and achievements that would be beneficial to a principal.

## **REFERENCES**

Best are supervisory in nature. Reference list can be put on a second page, or they can be excluded at this time and simply include the statement that they are “available upon request.”