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OBJECTIVE

Simply state the position desired (no more than about 10 words).

EDUCATION

Degree and major (bolded), university name, city, state month and year of graduation

- Highest degree always goes first.
- Add only those schools from which you received a degree.
- Omit all high school information.

Licensure – be sure to include endorsements

SPECIAL SKILLS (may be listed here or after the “EXPERIENCE” categories)

Typical areas: **Technology, Language, Music...**

- This is an OPTIONAL category – use it only if you have experiences that will distinguish you.

PROFESSIONAL/TEACHING EXPERIENCE

This category should include jobs DIRECTLY RELATED to your major/teaching license/areas of endorsement.

This is the only NECESSARY type of experience.

- Start each position description with this information:

Job Title, School Name/Employer Name, City, State, dates of employment/experience

- Begin each bulleted “accomplishment” phrase with a different action verb.
- Add descriptive lines. Typically, no more than 3-5 are needed.
- For Example:
 - Actual teaching experiences
 - Student teaching (should be eliminated after three years of professional teaching experience)
 - Clinical/field experiences (ONLY if they add something vital or interesting to your experience base – should be eliminated after one year of professional teaching experience)
 - Instructional Assistant/Substitute Teaching/Tutoring/Coaching/Paraprofessional

RELATED EXPERIENCE

- For Example:
 - Camp and residence hall counseling
 - Social service work involving youth
 - Internships and assistantships

ADDITIONAL EXPERIENCE

- Any other jobs that demonstrate transferable skills or notable work history (this optional section should be BRIEF)
- These are positions that are NOT related to your goal (and do not represent a specific prior career).

HONORS/AWARDS

- Remember: don’t start these with “recipient of.”

MEMBERSHIPS/ACTIVITIES

- Remember: don’t start these with “member of.”
- Be sure to include leadership roles.

** Note that art education student teachers may need an additional page to list shows, exhibits, and special projects. **

** Note that music education student teachers with extensive experience may need an additional page to list performances.**