

called "Additional Experience." In these other experiences, you may have earned a promotion, supervised others, assumed management responsibility, worked independently, serviced customers, answered questions, trained new employees, completed detailed paperwork, and handled money. Your experiences may prove that you've developed leadership, organizational, or communication skills. Do not burden the reader with unnecessary job duties; instead concentrate on the skills that relate to teaching. Most likely, an "Additional Experience" section will be the last one on the resume.

All experiences are not equal. Those most related to education deserve more detail which requires more space on the paper. Other experiences may be included to show how you constructively spent your time and/or earned money for college, but will need just a brief description.

Additional Categories. These sections may include "Activities," "Honors and Awards," and "Professional Affiliations." Administrators look to hire teachers who will be competent and active in a variety of school responsibilities. Include college or community activities (if you haven't done so in a previous section) showing that you will participate in school and community activities as a teacher, too. An activity may deserve a description because you developed professional skills or accomplished a significant objective.

You must be able to justify everything you include on your resume. For example, if you include a conference you attended, you must be able to answer why this entry is significant. Your resume should not be longer than two pages and some administrators prefer it to be just one page. Concentrate on your most important qualifications and stay focused on supporting

your objective to be a teacher. High school information is rarely included in a resume.

Format and Printing.

The most common format is chronological where each section lists the most recent material first. Occasionally a functional resume may be appropriate, but if not done well, a functional resume can be confusing for the reader. Career services professionals can review which format will work best for you. Technology provides you with the resources to create and print a professional resume. Use an easy-to-read 11 or 12-point font, one-inch margins, and plenty of white space between sections. Avoid using a resume template since your resume will look exactly like the resume of everyone else who uses this template. Print your resume on good bond paper using black ink. Use the same paper for your cover letters. When you attach your resume to an online application or an email, send it as a PDF file to preserve your formatting.

For Career Changers.

Even if you have previous professional or military experience, your student teaching and teaching-related experiences are the most important. So the first part of your resume will be similar to other first-year teacher candidates. However, your past experiences are important if you describe them through the perspective of teaching. While your cover letter should explain why you are changing careers to be a teacher, your resume can show how you have developed professional skills. Include pertinent facts and accomplishments, but avoid going into too much detail or using acronyms not relevant to educators. Those with military experience should especially be careful not to use acronyms that are a mystery to civilians.

Veteran Educators.

If you have previous teaching experience, your resume will begin with your professional teaching experience and provide details about your assignments and accomplishments. This article is focused on beginning teachers.

Resources.

While there are resume books and websites that provide examples, the best resources available to you are professionals in career services offices. Cooperating teachers, administrators, professors, and other educational professionals are possible resume resources for you. Eventually, however, you'll make the decision about the content and format of your resume. This is your resume, and it needs to reflect what you have to offer as a future educator.

Your Resume – One Page or Two?

Have you heard conflicting feedback about the length of a new teacher's resume? So have we. The truth is that some administrators prefer a one-page resume while others like a two-page resume. And there are still other administrators who do not mind a well-written resume that is longer than two pages.

The length of your resume is not as important as the content you provide. Your resume must be specific to you and your experiences and not a page or two of general lists and generic statements.

Are you frustrated because we haven't provided you a definite answer? Then try this. Write your resume without regard to length. Edit this draft to eliminate unnecessary information. Remember, a resume captures the highlights of your qualifications to be an educator; it is not an autobiography of everything you have done. After editing, if the result is a two-page resume, keep this version, but also do some more editing to create a one-page resume in case you learn that administrators you will be contacting prefer a one-pager. The following article discusses how to write a one-page resume.