

# Resume Checklist for Teaching Interns

## General Formatting:

- Font is consistent and in an easy-to-read typeface (Arial, Georgia, Calibri, or Tahoma) and size (10-12 pt.)
- Verb tense is consistent throughout the document
- Limited to 2 pages maximum with margins no less than .5"
- All dates are aligned to the right
- Most recent experiences listed first; avoid anything from high school
- Consistently use bold to highlight section headers and other important information
- Free from spelling and grammatical errors
- Information is accurate, up-to-date, and isn't repetitive
- Resume can be easily skimmed in less than 15 seconds

## Contact Information:

- Include name, email, and phone number—if including address, be mindful of where you post your resume and who has access to that information
- Email is professional and checked frequently

## Certification:

- Certifications should be listed first and clearly reflect certifications where both course work and MTTC test are completed (passed) by end of internship
- Include CPR/First Aid Certifications in this section
- Indicates either: Michigan Elementary Standard Certificate or Michigan Secondary Standard Certificate

## Education:

- Include University, Location, Expected Degree and Graduation Date (month & year)
- Include completed teaching major(s) and minor(s)
- Highlight both the completion of teacher certification and bachelor's degree
- Include the phrase "Completion of 12 graduate level credits" under teacher certification
- GPA, educational awards or honors, and study abroad may also be included in Education section

## Experience: Both paid and unpaid, in and out of teaching

- Include Job Title, Company, City, State, Dates
- Create short bulleted statements that go beyond listing duties, telling the reader **What** you did, **How** you did it, and the **Outcome** of accomplishments (WHO)
- Start statements with **action verbs** that demonstrate "soft-skills" such as problem solving, teamwork, time management, good communication, etc.
- Avoid vague language (various, many) and acronyms
- Quantify whenever possible, indicating how much, how many, or what percentage
- In addition to jobs, field work, and internships, experiences may include projects, volunteer work, club leadership, study abroad/away, research, or service-learning

## Activities/Leadership/Professional Development:

- List extracurricular activities that show your well-roundedness: teamwork, artistic value, creativity, leadership, interests
- Highlight leadership positions, special committees, and professional development
- Include dates involved

## Skills: (Technology, language, special trainings, etc.)

- Include your level of skill: proficient, basic knowledge, in training
- Avoid listing soft-skills that cannot be easily measured (i.e. good communication skills)

## Honors/Awards: optional

- Include professional and/or academic awards, scholarships, and other special honors received

## References:

- Omit from resume and avoid adding the statement "Available Upon Request"
- Have a list of three to five references (faculty, supervisor, mentor, etc.) with contact information ready if requested