



*The Resume Building Webinar*  
will begin shortly. *Thank you for joining us!*

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# TEACHERS *of* TOMORROW

## TEACHER CERTIFICATION<sup>®</sup>

*RESUME BUILDING WEBINAR*

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# WEBINAR OVERVIEW

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- PURPOSE OF THE RESUME
- RESUME ESSENTIALS
- RESUME CONSIDERATIONS
- RESUME PLACEMENT
- ACE THE INTERVIEW
- Q&A



# Purpose of the Resume

# Purpose *of the* Resume: ATTENTION

YOUR INITIAL  
CONTACT WITH  
HIRING OFFICIALS

MUST DRAW  
ATTENTION TO YOU

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YOUR INITIAL  
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MUST DRAW  
ATTENTION TO  
YOU



**SAMMY RIGHT**  
ELEMENTARY TEACHER (EC-6)

## EDUCATION

**Ball State University**  
Bachelor Degree - Marketing

## CERTIFICATION

Elementary Education (EC-6)  
Special Education (EC-12)

## RELATED EXPERIENCE

### SUBSTITUTE TEACHER

MUNCIE PUBLIC SCHOOLS (2018-2020)

- Worked with students in all grade levels as an on-call day to day substitute
- Frequent repeat calls to the same classroom
- Multiple long-term assignments including grades 1, 3 and music

### SUNDAY SCHOOL TEACHER

FORT WAYNE NON-DENOMINATIONAL (2017-2018)

- Developed weekly lesson plans and activities for pre-teen students in the "Grow and Learn" program
- Worked collaboratively with church leadership to design a summer program that featured interactive activities and leadership experiences

## VOLUNTEER EXPERIENCES OR LEADERSHIP

### STUDENT SENATE

BALL STATE UNIVERSITY (2018-2019)

- Served as treasurer for the Ball State University Student Senate
- Developed a two way communications platform to increase stakeholder engagement in the university.

### VOLUNTEER

ANDERSON FOOD FOR LIFE (2017-2018)

- Packed and distributed food to families in need



SAMMY@GMAIL.COM



SAMMY\_IN



463-555-1212



SAMMYJRIGHT

### Marty Wrong

1111 County Road 1111, Buffalo, NY 78056  
555-444-1111 | marty.p.wrong@gmail.com

**EXPERIENCE:** *Energy Management, Demand Response Management, Energy Conservation Measures, Facilities Manager, Contract Management, Logistics Planner, Operations Manager, Logistics Manager, General Manager*

**SKILLS:** *Building Automation Systems, BAS-SAP, Budgeting, Scheduling/Synchronization, Presentation Briefing, Personnel Management, Microsoft Office Suite, Salesforce.com, google.com, ESY-TTT-Expert,*

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COMMUNICATE WHO  
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LANDS THE  
INTERVIEW WITH  
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Obituary Writer (2001-2009)  
*Responsible for working with families to highlight the lives of individuals who recently passed. Was able to successfully engage and connect with people in times of stress.*

VOLUNTEER WORK.....

Treasurer and Social Media  
William Penn Elementary (2017-Current)

MARY WRONG

222 ANYDRIVE  
DALLAS, TX 75241  
(214) 555-1212  
MARYWRONG@yahoo.com

Work History

DALLAS INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE TEACHER

Dallas, Texas  
Apr 25, 2019 – Nov 1, 2019

- Present teach lesson plans and subject matter that fulfill requirements of the teacher of record’s curriculum program and in a manner that students understand.
- Consult as appropriate with the campus principal or designee, if no lesson plan is provided by the teacher of record. And Utilize the Dallas ISD instructional resources and TEKS Snapshots for reading and math.
- Establish and maint. efficient classroom management procedures and standards of student behavior.
- Establish and maintain open lines of communication with students.
- Create an environment conducive to learning and appropriate for the maturity level, interest, and needs of students.
- Leave a summary of work completed at the end of each instructional day for the teacher of record.
- Maintain established routines/schedules and procedures of the school and classroom to which the substitute is assigned.
- Follow all safety standards and procedures (lockdown, shelter-in-place, evacuations, etc).
- Dismiss all students from the classroom before leaving the assignment.
- Wear issued Dallas ISD Badge upon entry to all Dallas ISD Facilities.
- Ability to communicate (verbal and written), ability to actively monitor students to ensure they are on task.
- Flexibility to change assignments, classrooms, and assist with other duties throughout the campus including: cafeteria duty, monitoring busses etc.
- Ability to make rational and quick decisions.

Performs all other tasks and duties as assigned by campus principal or designee.

- Assist in SPED classes with students as needed.
- Establish and maintain efficient classroom management procedures and standards of student behavior.
- Establish and maintain open lines of communication with students.

Education/Training

University of the Americas  
Bachelor of Applied Arts and Sciences

January 2012-Dec 2015  
GPA 3.43

Additional Trainings

- Texas Teachers Alternative Certification Program  
CURRENTLY Enrolled
- Girl Scout Troop Leader Texas Elementary School

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REFLECTION OF  
WHO YOU ARE

GUIDES THE  
INTERVIEW AND  
DRIVES THE HIRING  
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## ATTENTION

Your initial contact  
with hiring officials

Must draw  
attention to you

## HIGHLIGHT

Only way to  
communicate who  
you are

Lands the interview  
with the “Big Story”

## STORY

Reflection of who you  
are

Guides the interview  
and drives the hiring  
process



# Resume Essentials

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TEACHERS*of*  
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## JANICE RIGHT

222 Right Lane Road | Hardin Pennsylvania 77333  
830.555.1111 | janiceright@gmail.com

### EDUCATION.....

**English, Professional Writing**  
Old Dominion University, Norfolk, Virginia

**Bachelor of Arts in Communication/Journalism**  
Shippensburg University of Pennsylvania

### CERTIFICATIONS.....

**English Language Arts (7-12)**  
Registered Behavior Technician  
NyHouse Alternatives to Managing Aggression

### TEACHING EXPERIENCE.....

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### VOLUNTEER WORK.....

#### Treasurer and Social Media

##### William Penn Elementary (2017-Current)

# FORMAT

## Clean

- Should be visually simple
- Font and style should be consistent
- Should reflect you

## Organized

- Flow is critical
- Consider eye movement

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**Treasurer and Social Media**  
William Penn Elementary (2017-Current)

## Essential

- Name
- Contact information
- Font size, type, and placement

## Avoid

- Too small or too big
- Uncommon fonts
- Placement other than top

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VOLUNTEER WORK.....

Treasurer and Social Media  
William Penn Elementary (2017-Current)

Essential

- Degree
- University
- Consistency

Avoid

- High school – in most cases
- In-progress
- Relevant coursework

# CERTIFICATIONS.....

English Language Arts (7-12)

Registered Behavior Technician

NyHouse Alternatives to Managing Aggression

# CERTIFICATION

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## VOLUNTEER WORK.....

**Treasurer and Social Media**  
William Penn Elementary (2017-Current)

## Essential

- Teaching first and bold
- Grade range and content
- Others that are relevant -smaller

## Avoid

- Program
- Irrelevant
- Test number or pending



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# EXPERIENCE

SR

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ANDERSON FOOD FOR LIFE. (2017-2018)

- *Packed and distributed food to families in need*

## Essential

- Bold title and underline company
- Dates as full years
- 2-3 bullet statements – action and impact

## Avoid

- Too many words or bullets
- Hard to read fonts
- Abbreviations or addresses

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## Essential

- Consistent with experiences
- Limited
- 1-2 bullet statements – action and impact

## Avoid

- Too many words or bullets
- Industry terms
- Making this the focus

# RELATED



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# GRIT

SR

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## Essential

- Consistent with experience
- Last thing we see – make an impact

## Avoid

- Mixing too much into this area
- Subjective statements

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# Resume Considerations

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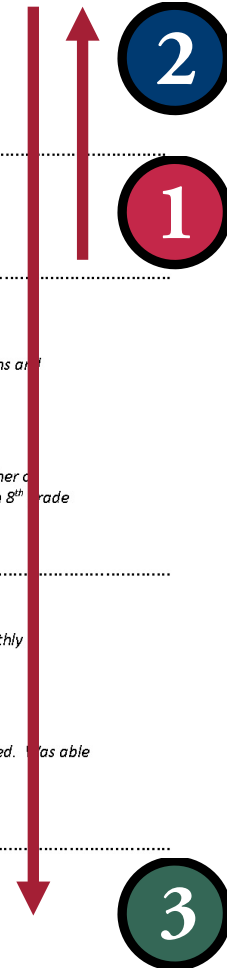
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# DESIGN



# FLOW

- Eye movement on page



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# DESIGN



# FORMAT

- Make sure fonts are standard
- Attractive to read
- Single page

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Old Dominion University, Norfolk, Virginia

**Bachelor of Arts in Communication/Journalism**  
Shippensburg University of Pennsylvania

### CERTIFICATIONS.....

**English Language Arts (7-12)**  
Registered Behavior Technician  
NyHouse Alternatives to Managing Aggression

### TEACHING EXPERIENCE.....

#### **Hershey School District**

##### Life Skills Paraprofessional (2019-2020)

*Serve as a paraprofessional in a life skills class with kindergarten and first grade students.  
Responsible for taking first graders to inclusion and also assisting teacher in planning lessons and activities for the students.*

#### **State College Public Schools**

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#### **Virginian-Pilot**

##### Obituary Writer (2001-2009)

*Responsible for working with families to highlight the lives of individuals who recently passed. Was able to successfully engage and connect with people in times of stress.*

### VOLUNTEER WORK.....

#### **Treasurer and Social Media**

##### William Penn Elementary (2017-Current)

# DESIGN



# VISUAL

- Indents and spacing
- Color
- Consistency

## JANICE RIGHT

222 Right Lane Road | Hardin Pennsylvania 77333  
830.555.1111 | janiceright@gmail.com

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# DESIGN



# FOCUS

- Focus on education
- Unique to you

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VOLUNTEER WORK.....

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# DESIGN



# READABILITY

- Length of time to read
- Subjective or expert statements
- Specific to the district

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VOLUNTEER WORK.....

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# CONSIDER



## THE INTERVIEW

- Giving the reader talking points

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VOLUNTEER WORK.....

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William Penn Elementary (2017-Current)

CONSIDER



# OBJECTIVE STATEMENT

- **IF USED**
- Education related
- Where it should fall

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VOLUNTEER WORK.....

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# CONSIDER



## SKILLS SECTION

- **IF USED**
- Are they skills principals need or want?
- Are they subjective?
  - **Expert at Google**
- Are they traits?
  - **Good listener**

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# Resume Placement

---

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# Market Yourself

---

## DELIVERY

In-person  
Post  
Email



## AVOID

Assuming it arrived



# Position Yourself

---

## OPPORTUNITY

Submit application  
Update often  
Always have copies





# Ace the Interview

---

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# Practice

---

## Know Your Info

- Research the school(s) you are interviewing with
- Write down your questions

## Rehearse

- Mock interview with a friend or family member
- Practice answers for common interview questions

# Prepare

---

## Gear Up

- Download a video communication platform – Skype, Zoom, etc.
- Test your internet, audio, and webcam
- *Dress for success!*

## Set the Environment

- Eliminate external noise – phone, TV, pets, family members, etc.
- Find a well-lit area – light source in front of you
- Have a glass of water on hand

# Perform

---

## Remain Engaged

- Body language matters – smiling, head nods, etc.
- Do not read from your screen
- Speak clearly

## Show Your Interest

- Ask questions
- Just be yourself
- Say thank you!

# Q&A

---



# Thank you!

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