

TEACHERS *of*
TOMORROW

Candidate Resources

Crafting a Resume

for Educators



Objective

Your resume is often the first impression hiring officials have of you. It needs to grab attention, clearly showcase your qualifications, and set the stage for an interview. Our comprehensive guide to crafting an educator's resume is designed to help you create a standout document that opens doors to your next opportunity. Follow these guidelines to ensure your resume makes a strong impact and effectively highlights your unique strengths as an educator.



Do Your Research

Researching a school district before applying for a teaching position is crucial for educators and should be the first step you take in the application process. Tailoring your resume to align with the district's goals, values, and needs not only increases your chances of standing out but also shows your genuine interest in contributing to the school's success.

- **Mission and Values:** Understand their educational philosophy and priorities.
- **Curriculum and Programs:** Familiarize yourself with special programs and initiatives.
- **Community Demographics:** Consider student demographics and cultural diversity.
- **Educational Goals:** Identify academic goals and areas of improvement.
- **Professional Development:** Note opportunities for growth and support for teachers.
- **School Culture:** Learn about extracurricular activities and community involvement.
- **Accomplishments:** Highlight experiences that align with the district's needs.
- **Personalization:** Customize your resume and application materials to reflect your understanding and alignment with the district's unique characteristics.

Format

A well-organized resume format is crucial for making a strong first impression. Using a clean, consistent design enhances readability and professionalism. Adhere to these formatting guidelines to ensure your resume is visually appealing and easy to navigate.

- **Visual Simplicity:** Use a clean, consistent format with professional fonts and styles. Avoid clutter and decorative elements to maintain focus on your content.
- **Consistent Formatting:** Ensure uniformity in font size, style, and spacing throughout the document. Consistency enhances readability and professionalism.
- **Headings and Sections:** Use clear headings to organize your resume into distinct sections, helping employers quickly find relevant information.
- **Bullet Points:** Utilize bullet points to list responsibilities and achievements in your experience and skills sections, making it easier for readers to scan key details.
- **Quantifiable Achievements:** Whenever possible, include specific, quantifiable achievements (e.g., "Improved student test scores by 20%") to showcase your impact and effectiveness.

Sections

- **Certifications:** Prominently list your teaching certifications at the top to quickly establish your qualifications.
- **Education:** Start with your highest degree. Exclude high school information unless it is your highest level of education.
- **Professional Experience:** Begin with positions most relevant to teaching. Use bullet points to detail your responsibilities and achievements, emphasizing impact and skills applied.
- **Skills and Affiliations:** Include relevant skills, volunteer experiences, and professional memberships that showcase your commitment to education.



What to Do

Tips for Crafting an Impactful Resume

- Do adapt your resume for each job application, reflecting specific job descriptions and requirements.
- Highlight Practicum Experience: Emphasize any student teaching or practicum experiences, specifying the grades and subjects you taught, as well as any special projects or initiatives you led.
- Use Action Verbs: Start each bullet point with strong action verbs such as “developed”, “implemented”, or “facilitated” to convey your active role in teaching and projects.
- Include Achievements with Metrics: Where possible, quantify your achievements (e.g., “Improved student reading comprehension by 20% through innovative curriculum adaptation”).
- Mention Technology Proficiency: Given the increasing role of technology in education, highlight your skills with educational technology tools and platforms like virtual learning environments or educational software.



What to Avoid

Watch Out for These Common Mistakes

- Don't include irrelevant personal information or excessive details of unrelated job experiences.
- Avoid Jargon Overload: While it's important to include educational terminology, make sure it's accessible and not overwhelming.
- Don't Be Vague: Avoid generic descriptions of your job duties. Be specific about what you did and the impact it had.
- Don't List Every Coursework: Instead of listing all courses from your education, focus on those that are most relevant to the teaching position you are applying for.
- Avoid Over Styling: Keep the use of multiple fonts, colors, and graphic elements minimal to maintain professionalism and readability.



Resources

- **Websites:** Websites like the [American Association for Employment in Education](#), [Edutopia](#), [The National Education Association](#), and [Teach.com](#) provide guides and tips specifically for crafting resumes in the education sector, including examples and what to highlight as a new teacher.
- **Canva:** Canva is a graphic design platform that provides tools and templates for creating resumes, presentations and more digital assets. Using a free Canva account, you can access a template to craft your own unique resume.
 - [Click here](#) to learn more and view a Beginner's Guide to Canva.
 - [Click here](#) to explore Teachers of Tomorrow's collection of Canva resume templates.
- **Google Docs and Microsoft Office:** These platforms offer free resume templates that are good starting points. Customize a template to suit the education field by emphasizing educational background, certifications, and teaching skills.
- **Resume Review Service:** Be sure to utilize our complimentary resume review service! After putting your best effort into crafting your resume, you can send it directly to our experts for personalized feedback.
 - **Texas:** ResumeReview@TexasTeachers.org
 - **Other States:** ResumeReview@TeachersofTomorrow.org

About the Author

Dr. Jeff L. McCanna is a distinguished educational administrator with significant expertise in human capital management, instructional leadership, and strategic planning. Residing in Spring, Texas, he currently serves as the Officer of Human Capital for Fargo Public Schools in North Dakota, a position he has held since November 2022. In this role, he oversees HR activities, focusing on staffing and retention, and implements effective HR management strategies.

Previously, Dr. McCanna was a Strategic Staffing Coach - Consultant at Texas Tech University's US PREP and Texas Education Association, and Chief of Human Talent at Tomball Independent School District, where he led significant HR initiatives. His career began at Aldine Independent School District, advancing from Principal to Director of Human Resources, where he notably led Parker Intermediate School to five consecutive years of State Recognized status.

Dr. McCanna holds a Doctor of Education from Texas A&M University, a Master's in Education from Stephen F. Austin State University, and a Bachelor of Science in Social Science from Mayville State University.

Honored as Administrator of the Year by the State of Texas in 2003 and recipient of multiple awards from Texas A&M University, Dr. McCanna's leadership is pivotal in advancing educational excellence and nurturing potential across educational communities.

Dr. Jeff L. McCanna



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