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## Resume template for teachers

The Importance of a Solid Teacher Resume: Tips and Examples Email addresses are not optional and should be provided to ensure communication with schools. Ensure your address is professional, ideally containing your name or a similar variation. You can obtain a free email address from sites like Gmail if needed. Some people may still include resume objectives, but this is becoming less common. Instead, many use summary statements that provide an overview of their career. It's okay to delete this section if space is limited in the Relevant Work Experience section. Include your undergraduate and graduate degrees, certifications or licensures, and relevant work experience. You can list jobs chronologically or by relevance. Highlight your achievements and make statements measurable and quantifiable. When highlighting your experience, use strong statements that include numbers and specific accomplishments, such as "Instructed 100+ students each year in fifth grade science fundamentals" instead of just listing job duties. Include student teaching or internship experiences if applicable, and highlight any relevant non-teaching jobs. Share awards, honors, and leadership roles related to teaching. If space allows, consider including a short list of respected professional affiliations. You should include various sections on your teacher resume depending on your level of experience and qualifications. Professional skills relevant to teaching, such as fluency in multiple languages, can be highlighted if they are not standard for any teacher. Community involvement or volunteer work that focuses on children's education can be included if it is impressive. Any notable publications related to education can also be showcased. Do not include hobbies unrelated to teaching, personal information about religion or politics, marital status, age, or gender as these could result in potential bias during the hiring process. A list of professional references should not be included on your resume, but instead provided separately when requested by hiring committees. Using this template can help you create a visually appealing resume even with limited experience. To stand out as an English teacher, use this guide to craft a standout resume showcasing communication, interpersonal, and planning skills while emphasizing commitment to professional development and technology integration. Tailor your application with experience in music education, acting techniques, or sports coaching to demonstrate teaching prowess. A clean template allows you to highlight classroom management skills, empathy, patience, and cultural awareness, perfect for pre-K teachers, business educators, or those with international experience. When crafting your teacher resume, consider ways to make it stand out from others. If you lack direct teaching experience, incorporate related work like tutoring or coaching, and use precise language to highlight achievements. Including anecdotes about students you've helped can demonstrate the positive impact of your work on their lives. Next, choose a format that best showcases your skills and experience. A reverse-chronological approach is suitable for those with multiple years of experience, while a functional design emphasizing related skills may be more effective for newer teachers. Draft and revise your resume using a template or original design, ensuring it's free from errors and concise in its language. Make sure to highlight any significant experiences, such as participating in Teach for America (TFA), which demonstrates initiative and dedication to education. Substitute Teacher Resumes Showcase Versatility and Effectiveness Their proudest achievements, such as leading a reading group that resulted in a two-level increase in students' reading abilities over one year, are highlighted. Substituting teacher resumes mirror this variety, showcasing the skills and strategies employed during their work. This might include a mention of "increasing student participation to 100%" during an extended contract. For Pre-K and Kindergarten teachers, the focus is on demonstrating knowledge and management skills. Examples of accomplishments could be "utilizing positive reinforcement techniques effectively" or providing detailed progress notes for every 25 students each quarter. Elementary and Middle School teachers emphasize teaching strategies and classroom management in their resumes. This might include mentioning the number of field trips organized, growth in math scores, or technology integration into lessons. High school teachers highlight impact and student outcomes, showcasing specialized experience. Their resume may feature "designing original curriculum maps" or increasing participation and retention in academic labs. In higher education, teacher resumes resemble CVs (curriculum vitae), detailing courses taught, publications, presentations, research studies, and other academic work. To stand out, teachers should organize their information clearly and focus on unique skills, responsibilities, and outcomes. When applying for teaching positions, highlighting unique skills can make a candidate stand out from others. Instead of listing daily tasks, focus on the impact and outcomes achieved by the teacher. For instance: \* Achieved an average pass rate of over 85% in AP English Literature exams across four years. \* Implemented a school-wide social-emotional learning program that reduced in-school suspensions by 40%. \* Coached the Speech and Debate team to win their first State Championship. \* Received the Teacher of the Year award in 2014. Including specialties, such as national board certification or unique work experience, can also enhance an applicant's profile. These specializations demonstrate a teacher's well-roundedness and ability to offer more than standard teaching duties. To make your lesson plans effective, you need to tailor them to your students' needs. Also, when creating your resume, focus on presenting your qualifications clearly. We will go over three key formatting elements in the following sections: resume formats, contact header, and ATS readability. The most popular 2025 resume formats are reverse-chronological, functional, and combination/hybrid. Here's a brief overview of each format's advantages and disadvantages: Reverse-chronological: This format highlights your career progression, making it ideal for recruiters and ATS. However, it may expose gaps in employment or repetition if you've held the same position at multiple institutions. Functional: This format focuses on your skills, which is beneficial for those with limited teaching experience or gaps. Nevertheless, it can be confusing for potential employers and ATS. Combination/hybrid: This format combines a detailed skills section with a concise experience section to effectively summarize why you're the best candidate. However, it's easy to structure this poorly, and it may give the impression that you're hiding your lack of work experience. We recommend using the reverse-chronological format for teacher resumes because it demonstrates practical knowledge and a stable career. This format tells the story of your teaching career within six seconds, which is how long recruiters will spend reading your resume. Your contact header should be easily accessible and legible. While some suggest omitting contact information in the header, proper formatting is crucial to avoid burying essential details. Include: - Name - Job title you're seeking - Email - Phone number - City, State (optional) - Professional links (only if relevant) Place the header either in the top left-hand corner or centered beneath your name, following industry standards. If there's not enough space, remove optional elements or decrease font size. Use a sans-serif font that's no smaller than your resume body text. You can add your header in a color block to draw attention quickly and add personality. However, avoid using obnoxious colors and ensure they work well with black body text or white font. To increase your chances of reaching principals and department heads, you need to pass the ATS test. Fortunately, formatting for the ATS also results in a resume that's easy to read by employers. Consider submitting it as a .docx (friendly for ATS) and as a PDF (friendly for employers). We have many excellent resume samples available for inspiration on your header, and if you're short on time, choose one of our free resume templates to start and finish your teacher resume quickly. To ensure your resume reaches the right people, it's essential to make it easy to scan by recruiters and ATS. A one-page resume not only saves time but also increases the chances of being noticed. Using an ATS-friendly format is crucial when applying for teaching jobs. To increase your chances, submit your resume as a .docx and PDF, avoiding files like Open Office, HTML, or PDF (which occasionally don't get recognized). Use standard fonts like Helvetica or Arial and 10-12 point font size for readability. One-inch margins are recommended, but you can adjust to ensure professionalism. Use standardized header titles with clear section headings, such as those found in our resume samples. This makes it easier for both the ATS and your school to review your application. Tailor your skills section to match keywords from the job ad, using logical order to showcase your qualifications. When writing a teacher resume, consider each section carefully. An objective or summary statement can be effective, but make sure it's tailored to the position and showcases your unique strengths. A well-written summary should clearly highlight the applicant's skills and experience, while also showcasing their goals and motivations. It is essential to tailor the summary to the specific job opening, as generic statements can be misleading. Employers want to see how your experience and qualifications align with their needs, rather than just listing vague descriptions of yourself. Experienced educator with expertise in individualized instruction and passion for academia, leading to increased effectiveness in teaching strategies and renewed enthusiasm among students. Achieved notable results through annual fundraisers, RAISE conference attendance, and collaborative trips, raising \$6,500 for teacher professional development and resulting in improved academic outcomes. Key accomplishments: \* Increased student passing rates by 13% in science and mathematics through S.T.E.M. club co-founding \* Enhanced classroom participation and attendance by 15% through regular one-on-one student conversations \* Improved essay scores by 31% among participating high school students with targeted writing support Essential skills for teaching roles include collaboration, problem-solving, communication, organization, class management, empathy, active listening, lesson planning, and technical proficiency in tools like Google Classroom and gradebook software. For ESL-certified teachers with graduate certificates seeking an ESL role, it's crucial to highlight their certification in a summary/objective, work experience, or education section. This candidate's educational background is impressive, showcased with bold font and color. While including certifications and education is necessary, adding projects, interests, and hobbies can make the resume more impactful. For instance, a drama teacher new to directing their could discuss drama camps they've led or assisted with in a projects section. It's also essential to consider including interests that align with the school's values, but be selective about what you include. Tailoring your resume to each position by incorporating job-specific keywords and highlighting accomplishments shows principals that you've researched the school and genuinely care about the role. By scanning the job ad and customizing your objective/summary, skills section, and bullet points, you can ensure that you're addressing their concerns. After peer review and editing, proofread your resume at least twice to guarantee accuracy and completeness. Get ready to take a step closer to securing your dream teaching position! Soon, you'll be submitting a straightforward resignation letter at your current workplace and preparing for a fresh start in your new classroom. To boost your chances of success, double-check your resume using our advanced AI-powered tool or create a brand-new one with the help of our free maker. Before you know it, you'll be walking into your next teaching role with confidence!