

## Educational Resume Updating Instruction

You have a resume from past classes. Since the target reader of this document is now the administrator and/or teacher who will read your student teacher application to decide if he/she would like to accept you as a student teaching candidate, your resume needs to be updated to concentrate on the experiences that have helped you prepare for the classroom. Please do the following to prepare your updated resume: (Use your own design ability to make this attractive and feel free to rearrange the sections after #4. At this point concentrate more on readability, correct information, grammar and spelling. You'll upgrade again during seminar.)

1. Begin with a large, clear name and contact information that can be easily accessed by the reader.
2. Follow that with information about your college and expected date of finishing your degree. In that same section list your certification level (elementary or secondary) and major/minor information.
3. Make a heading called "Educational Experiences" and list all the times you have been in the classroom with the most recent ones first. Also do a very brief description of what you did in each. Include subbing, site-based, observing and any teaching you might have done.
4. Then make a heading called "Other Experiences with Students." Here you can list camp, coaching, mentoring, tutoring, Sunday School, nannying, etc. with a brief description of each. Again, list the most recent first.
5. After this you can make headings about your work experience, volunteering, cross cultural experiences, college activities, leadership experiences, interests, teaching skills, etc., but be careful since your **resume can't be more than 2 pages long. Please only write on the front of the page and don't staple it.**
6. Cut out things you did during high school except for work experience.
7. Add a third page of 3-4 current references.