

RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Special Considerations

Length: Typically, resumes can be one-two pages, but ultimately, the expected length of a resume depends on the requirements of the position/program and the expectations of the field and industry.

Style: Typically, it is appropriate to utilize a personalized, yet traditional resume style. Be prepared to speak about and/or demonstrate past examples of your experience, knowledge, and skills (i.e. lesson planning and activity design, practicum and student teaching, one-on-one student and group facilitation, teaching philosophy, etc.).

Unique Sections: Be sure to include your relevant (or required) certifications or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, or experience (lesson planning and activity design, practicum and student teaching, educational applications and technology, one-on-one student and group facilitation, volunteering and community involvement, experience with youth and/or learner populations, professional development, and relevant course project work, etc.).

Organization & Layout

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

Fonts & Style

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

Sections & Information

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

NAME

Telephone

Email

EDUCATION

University of Wisconsin-Stevens Point (UWSP)

Expected Graduation: December 2024

Bachelor of Science

Major(s): **Elementary Education; Special Education**

Minor: **Learning Disabilities**

LICENSURE & CERTIFICATION

Anticipated WI Teaching Licensure #

CPR/First Aid/AED certified - current

KNOWLEDGE & SKILLS

- Managing Learning Environments
- Educational Technology
- Differentiated Instruction
- Educating Students with Special Needs
- Microsoft Office & Google Suite
- Educational Assessment
- Student Information Systems (Skyward)
- Elementary Science, Math, & Reading

EDUCATION-RELATED EXPERIENCE

Washington Elementary School, Stevens Point, WI

September 2023 - Present

Student Teacher

- Co-create after-school science club geared toward the exploration of scientific concepts, hands-on experimentation, and analytical thinking.
- Design lesson plans for 3rd grade science, reading, and math curriculum and effectively utilize learning theory to engage students in weekly activities.
- Co-collaborate with cooperating teachers to create, organize, and manage extracurricular activities and events.
- Incorporated use of educational resources such: Kahoot!, Class Dojo, and PearDeck

Big Brothers Big Sisters, Stevens Point, WI

July 2022 - Present

Mentor

- Guide mentee (“Little”) in social and emotional development and educational success.
- Advocate use of positive communication strategies and avoidance of risky behavior.

Shoreline Aquatic Center, Break City, WI

February 2021 - Present

Swimming Instructor

- Designed and taught group and private swimming lessons to participants (ages: 5-19 years); adapted teaching style and lessons to meet skill, ability, and comfort levels of swimmers.
- Tested and assessed swimmer abilities; provided feedback and advice to help participants further develop skills and confidence in water.

UWSP Tutor-Learning Center, Stevens Point, WI

February 2021 - May 2022

Tutor

- Tutored students in reading comprehension, study strategies, and homework completion.
- Coached students to attend faculty office hours and referred students to additional resources.