

Student Teaching Resume Template

- Read and review the resume template below.
- Review additional tips for resume writing and resume samples found on the CTE Website.
- Create a draft of your resume using the template below.
- You may want to make an appointment with an adviser in the UIC Office of Career Services to review your resume (careerservices@uic.edu)
- Revise and save your final resume.
- Your final resume can be more than one page, since your student teaching resume should contain all relevant experience.

Name

Address

Phone number with area code

Email address (use your UIC email or another professional email)

OBJECTIVE

Brief, original, and insightful statement of what you desire and what you bring to the position such as your teaching strengths, enthusiasm, passion. 2-3 statements; remove all personal pronouns (I, my, me, etc.).

EDUCATION AND LICENSURE BEING EARNED *(start with most recent)*

Name of Institution, City, State

Expected Graduation: Month & Year of Graduation

Bachelor of Arts in [content area]

Illinois Professional Educator License (pending)

Endorsements: *(Secondary Education, Middle School, ESL ...)*

SCHOOL HISTORY

Elementary School Name, City, State

Year of Graduation

Middle of Junior High School Name, City, State

Year of Graduation

High School Name, City, State

Year of Graduation

(Information is needed by some administrators to check on school policies regarding alumni.)

FIELD EXPERIENCE *(most recent first)*

Name of School, City, State

Dates

Grade level of students, clock hours

- Action/verb + how/what you did + result or purpose
(i.e. "Addressed students' needs through one-on-one tutoring to provide needed accommodations")
(include focus and involvement – Possible observation focus: addressed special needs, literacy, classroom management, content specific topics. Possible class Involvement: tutoring, small group work, whole class – planning, instruction, assessment)
- List multiple bullet points for the various competencies developed

*(note: if you have multiple schools where you did similar things, consider highlighting different skills for each role to avoid repetition, **or** state it in a different way)*

RELEVANT EXPERIENCE *(most recent first)*

Place of Employment, City, State

Dates

Title

- Action/verb + how/what you did + result or purpose(connecting it to the field of education)
- Action/verb + how/what you did + result or purpose(connecting it to the field of education)
(include as many skills/bullet points that are relevant)

Place of Employment #2 (if applicable), City, State

Dates

Title

- Action/verb + how/what you did + result or purpose(connecting it to the field of education)
- Action/verb + how/what you did + result or purpose(connecting it to the field of education)
(include as many skills/bullet points that are relevant)

LEADERSHIP & VOLUNTEER ACTIVITIES *(most recent first and delete section if none)*

Title, Place, City, State, Dates

- Brief description (use powerful verbs and emphasize transferable skills)

AWARDS *(most recent first and delete section if none)*

Title of Award, description, from whom, when received

SKILLS

Languages: (include level of proficiency)

Technology: (specific level of computer skills; be sure to include and teacher technologies first)

REFERENCES

Available upon request

(Usually a separate document given at interview stage. Include people who can speak to your potential as an educator and who have worked with you in the past. Ask references for permission to use their names and provide each person with a copy of your resume.)