

TTSI Advice for your résumé or curriculum vitae

Your resume is your first interview. School administrators will judge your competency and professionalism based on your resume. It needs to present you as a good candidate.

INCLUDE

- Full contact information
- Your picture (smile!) at the top center or top right of the first page. (If you leave it off, we will add your picture from the teacher expo.)
- Employment history, with dates, teaching subjects and grades, basic duties, and accomplishments
- Education history, with dates, subjects, and degrees (Include college or university education only. Do not include high school and elementary school information.)
- Other training, achievements
- Certificates, licenses
- Publications (if any)
- Other skills and abilities
- Three character references

DO NOT INCLUDE

Information about

- age
- gender
- ethnicity
- your family (parents, spouse, children, siblings, etc.)
- religion
- marital status
- height and weight
- blood type

School administrators are not allowed to ask about those topics.

FORMAT AND DESIGN

If you are uncertain about the format for your resume, search online for examples. You will find many good examples.

If you have colored sections in the resume, make sure that the resume will look good if printed in grayscale (shades of black and white).

Be consistent. Use the same spacing, hyphens and dashes, list types, indentation, capitalization, and fonts for all items that are similar. Pay attention to the details!

PAGE SIZE

Page size: 8.5 inches x 11 inches (letter size)

Your Name

Address
phone, email, skype



short list of qualifications, character, professionalism, and job interest (no more than 3 lines)

PROFESSIONAL EXPERIENCE

School/organization

Place

Position or title

year – year

- responsibilities
- responsibilities

School/organization

Place

Position or title

year – year

- responsibilities
- responsibilities

School/organization

Place

Position or title

year – year

- responsibilities
- responsibilities

EDUCATION

University

Place

Degree

DATE

Specialized courses, honors, awards – if relevant (otherwise leave blank)

University

Place

Degree

DATE

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula

SEMINARS AND TRAININGS

Title	Date
Title	Date

REFERENCES

Name, title
organization

Name, title
organization

Name, title
organization

SAMPLE