

Azusa Pacific University, Career Services
EDUCATION RESUME GUIDELINES

Education resumes should be no longer than one page in length.

Your resume should include the following sections:

OBJECTIVE (must be included)

- Keep it brief and specific.
- State what grades you are *willing* to teach (not which ones you prefer).
- May include information on the kind of environment you are seeking (multicultural, rural, urban, inner city, etc.)
- *Sample objective statement:* “To secure a _____ teaching position [in a _____ environment (*opt*)] [that enables me to _____ (*opt*)].”

EDUCATION

- List completed degrees (don't list high school) or degrees in progress (with expected completion dates)
- Only list GPA of 3.5 or above.

CREDENTIALS AND TESTS

- List completed or in progress credentials and/or credential programs
- Make sure to use the correct terms and title (see catalog for a complete list)
- *Sample:* Enrolled in _____ Credential Program Expected Completion: _____
Azusa Pacific University
- List all relevant tests (CBEST, CSET, Praxis/SSAT, approved subject matter for Single Subject etc...) and the dates passed
- English Learner Authorization or CLAD certificate (*or work in progress*)
- NCLB compliant

CREDENTIALLED TEACHING EXPERIENCE

- Omit this section if you don't have teaching experience
- Use bullet points and start with action verbs
- List only what you've done beyond what is typical for a teacher to be expected to do

TEACHING-RELATED EXPERIENCE and/or OTHER EXPERIENCE

- List field experience in public/private schools concurrent to coursework; Substitute Teaching; Coaching; Student Teaching
- List paid and/or volunteer work
- Describe duties that are relevant to the position
- Start each bullet point with action verbs

SKILLS

- List skills applicable to the job
- Experiences with English Learners (ESL) and students with special needs
- Language proficiency (e.g. Spanish—fluent; French—Bilingual)
- CPR/first-aid certification
- Computer proficiency (e.g. Experienced with *MS Word, Storybook Weaver, Macs*)

HONORS

- List any honors that reflect academic excellence and/or applicable to desired position

Correct Credential Terms for Resumes

A partial listing of credential terms follows. Always consult your advisor or catalog for the most current credential terms.

- Ryan/2042 Preliminary Multiple Subject Teaching Credential
- Ryan Professional Clear Multiple Subject Teaching Credential
- Internship Multiple Subject Teaching Credential

- Ryan/2042 Preliminary Single Subject Teaching Credential _____(insert subject)
- Ryan Professional Clear Single Subject Teaching Credential _____(insert subject)
- Internship Single Subject Teaching Credential _____(insert subject)

- Preliminary Administrative Services Credential Tier I
- Internship Administrative Services Credential
- Professional Clear Administrative Services Credential Tier II

- Professional Clear Pupil Personnel Services School Psychology Credential
- Internship Pupil Personnel Services School Psychology Credential

- Professional Clear Pupil Personnel Services School Counseling Credential
- Internship Pupil Personnel Services School Counseling Credential

- Preliminary Education Specialist Mild to Moderate Disabilities Credential Tier I
- Internship Education Specialist Mild to Moderate Disabilities Credential
- Professional Clear Education Specialist Mild to Moderate Disabilities Credential Tier II

- Library Media Services Teacher Credential

Other Resume Guidelines

- Your resume should be a summary of your preparation and skills for teaching.
- A list of all previous employment (often included on business resumes) is not needed on education resumes because you will also submit an application to the school or district that lists this information. A rule of thumb is to refrain from including experiences more than 10 years prior.
- Make sure your resume can be easily photocopied—don't use fancy graphics, too many underlines, or fancy paper.
- Use 10-12 point traditional font (Times New Roman, Arial, Helvetica, Palatino, etc).
- Margins should be no smaller than .7 inch on each side, but can be as wide as 1".

Stacey Laine

PO BOX 7000 Unit #6011 Azusa, CA 91702-7000

slaine@apu.edu

(818) 334-2557

OBJECTIVE	A secondary school teaching position in Social Science in a multicultural environment	
EDUCATION	Bachelor of Arts in Social Science with a History Emphasis Azusa Pacific University, Azusa CA G.P.A. 3.85	May 2003 Magna cum Laude
CREDENTIALS AND TESTS	Single Subject Credential Program Azusa Pacific University CBEST passed CSET passed Approved Subject Matter in Social Science Eligible for supplementary authorization in Physical Education	To be completed May 2005 February 2004 April 2005
TEACHING-RELATED EXPERIENCE	Substitute Teacher (K-12) Baldwin Park Unified School District, Baldwin Park, CA • Formulated strategies for teaching bilingual students Field Experiences Sierra Vista High School, Baldwin Park, CA 30 hours Foothill Middle School, Azusa, CA 30 hours • Observed, critiqued and interacted with seven teachers • Created and implemented 20 lessons	January 2004 - Present February - April 2003
OTHER EXPERIENCE	Swimming Instructor/Lifeguard City of Escondido Parks and Recreation Palomar Family YMCA, Escondido, CA • Designed and implemented lesson plans for youth and adults • Motivated students through innovative games and rewards • Supervised and evaluated five instructors Resident Advisor Azusa Pacific University, Azusa, CA • Increased student wellness by organizing educational and social activities • Budgeted funds and delegated tasks • Counseled residents and mediated roommate conflicts	Summers 2000—2003 Summers 2000—2002 Summer 2003 August 2001—June 2002
SKILLS	Spanish –Limited Conversational Certified in American Red Cross Standard First Aid and CPR Experienced fitness instructor Experienced with both IBM and Macintosh computers Played intramural football for APU	
HONORS	•Who’s Who in American Colleges and Universities •Dean’s List •President’s Academic Scholarship •Best Written Senior Thesis	Spring 2000 1999—2001 1999—2000 Fall 2002

Karen P. Lissler

400 S. Citrus Ave West Covina, CA 91791 (626)333-8411 kplissler@sprintnet.com

OBJECTIVE To secure a 1st—5th grade teaching position in an urban setting

EDUCATION

Master of Arts in Education May 2004
Multiple Subject Teaching Credential Program May 2004
Bachelor of Arts in Liberal Studies May 2003
Azusa Pacific University, Azusa, CA

CREDENTIALS AND TESTS

2042 California Preliminary Multiple Subject Credential June 2004
CSET February 2004
CBEST passed October 2003

CREDENTIALLED TEACHING EXPERIENCE

Fourth Grade Teacher September 2004—Present
Cullen Elementary, Glendora Unified School District—Glendora, CA

- Utilize effective classroom management
- Serve on Parent Teacher Association
- Received Excellence in First-Year Teaching school award (April 2004)
- Collaborate with other fourth grade teachers to design unique science presentations

TEACHING-RELATED EXPERIENCE

Student Teacher (K-6) September 2003—May 2004
Glendora Unified School District, Glendora, CA

- Learned to efficiently manage classrooms
- Successfully executed daily lesson plans left by teacher

Field Experiences September 2003—January 2004
Foothill Middle School District, Azusa, CA
Victor Hodge Elementary School, Azusa, CA

- Observed, critiqued and interacted with teachers
- Created and implemented lesson plans
- Prepared and conducted a reading profile on a student

OTHER EXPERIENCE

Nurses Assistant January 2000—May 2002
Kermit Soderburg, La Canada, CA

- Assisted patient with mobility and daily needs
- Administered medication when needed
- Prepared the nutritional weekly menu

SKILLS

- Conversational Spanish
- Computer Experience Includes: Microsoft Word, Power Point, Access and Excel
- Certified Nurse/Home Health Aid

COMMUNITY SERVICE

Health Fair Volunteer, Arcadia Red Cross, Arcadia CA February 2002
Food Server, Union Rescue Mission, Los Angeles, CA February 2002
Mentor, Cougar Pals, Azusa Pacific University, Azusa, CA September 2001
Library Aid, Royal Oak Intermediate School, Covina, CA September 2000