

The Beginning Teacher's Resume

Co-op, Career & Experiential Education

Learning Outcomes

In this workshop we will discuss how to tailor your resume to the teaching profession and share best practices for showcasing your skills and experiences as a new teacher.

Everything you already know

Education

Work
Experience

Volunteering

Certifications

Awards

What Principals look for

- Teaching Qualifications & Teachable Subjects
- Additional Course/Additional Qualifications
- Classroom Teaching Experiences
- Other Teaching Experiences
- Extra-curricular Involvement
- Relevant Training & Certifications
- Teaching References

Flow of Content

- Education (teachable subjects)
- Additional Courses or Qualifications
- Classroom Experience
- Teaching Related Experience – Paid or Volunteer
- Extra-curriculars or Special Skills
- Professional Development
- References

Formatting – Resume Header

Tania Teacher

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Formatting - Education

EDUCATION

Bachelor of Education Degree - Intermediate/Senior Qualification

June 2021

Brock University, St. Catharines, ON

- Teachable subjects: English and Drama

Honours Bachelor of Arts Degree in Dramatic Arts & English

June 2019

Brock University, St. Catharines, Ontario

EDUCATION & CERTIFICATIONS

Registered Member, Ontario College of Teachers (# 596214)

June 2021

Bachelor of Education, Primary/Junior Qualification

June 2021

Brock University, Hamilton, ON

Registered Member, College of Early Childhood Educators (#158634)

June 2018

Bachelor of Arts in Early Childhood Education

June 2018

Ryerson University, Toronto, ON

Formatting AQ's

ADDITIONAL COURSES

The Occasional Teacher

Brock University, St. Catharines, Ontario

April 2022

Religious Education

Brock University, St. Catharines, Ontario

December 2021

ADDITIONAL QUALIFICATIONS

Special Education Part 1, Brock University

Kindergarten Part 1, Brock University

Primary Education Part 1, Brock University

May 2021

December 2020

December 2020

Formatting – Classroom Experience

CLASSROOM EXPERIENCE

Student Teacher, Grade 5, Elementary School, Brantford, ON March-April 2022

- Designed, planned and implemented educational lessons and activities in Mathematics, Social Studies, Technology, Health and Physical Education, the Arts, and Language Arts
- Planned and implemented units in Probability, Early Civilizations, Poetry, Inferencing, Cyber-bullying, Alcohol, Media Literacy, Badminton and Novel Study successfully using backward design
- Assessed and evaluated student work enabling students to improve their performance in writing for different audiences
- Provided anecdotal observations and assessment to classroom teacher contributing to report card comments allowing parents/students to understand next step in data management

Crafting Resume Statement

- Be mindful of how you articulate your experiences
- Show the principal you can reflect and communicate
- Provide context and depth – it's not just what you do in a job, but why it's important, how you have had impact in your role
- Connect the dots for the reader – help them understand your value!

Content Development

CAR Statement – Three Parts

Challenge – what did you do?

Action – how did you do it?

Result – what was the outcome?

Applying the CAR Method - Example

- **Challenge- what did you do?**

- Tutored students
- Next:
 - Quantify - how many students?
 - 10 students
 - Provide Context - what subject(s)?
 - Remedial math

- **Action- how did you do it?**

- What methods/strategies did you use?
 - Manipulatives

- **Result- what was the outcome?**

- What was the outcome (or intended outcome) for the students you tutored?
 - Grade improvement from a C to a B+

Writing your statements

- CAR
 - Tutored 10 students in remedial math using manipulatives to assist with grade improvement
- RAC
 - Improved student grades by tutoring in remedial math using manipulatives

Shift from 'task' to 'accomplishment'

Fitness Trainer

April 2020-April 2022

Body-Pro Fitness Club, St. Catharines, O

- Taught fitness classes
- Met with individual clients
- Designed customized fitness plans
- Recognized for my work

Fitness Trainer

April 2020-April 2022

Body-Pro Fitness Club, St. Catharines, ON

- Followed a standard curriculum while accommodating physical exceptionalities of older and less able participants
- Voted 'employee of the month' 5 times in the last 2 years by the Club's clientele for exceptional customer service

Formatting – Teaching Related Experience

TEACHING RELATED EXPERIENCE

Camp Leader

June 2021-Aug 2022

City of Mississauga, Mississauga, ON

- Planned and implemented a comprehensive camp program which included a variety of active, passive, dramatic and art activities to meet the needs of participants ages 5-12
- Provided instruction and supervision while effectively ensuring the safety of all participants by adhering to City policies and program standards

Volunteer Tutor, Primary Level Literacy

January –April 2022

Learning Disabilities Association of Niagara, St. Catharines, ON

- Incorporated engaging, hands-on activities in phonics, sight words and vocabulary, and fluency and comprehension
- Implemented various behavioural management strategies tailored to the child's needs and abilities

Formatting - Extracurriculars

VOLUNTEER & COMMUNITY EXPERIENCE

President , English Students' Association, Brock University	May-August 2020
Conversation Partner , International Services, Brock University	April 2019–May 2020
Big Sister , Big Brothers and Big Sisters of Niagara	October 2018–April 2019
Not Just Homework Club Volunteer , Prince of Wales Public School	May-December 2019

Formatting – Professional Development

PROFESSIONAL WORKSHOPS

- Building Futures –Aboriginal Education: Towards Student Achievement for All 2022
- Building Futures –Special Education 2022
- Building Futures –Laying the Foundation for Effective Instruction in Literacy 2022
- Kids in the Hall –Substance Use, Addiction and Mental Health 2021
- Kids in the Hall –The LGBTQ Kid 2021
- Kids in the Hall –The Grieving Kid 2021
- Franklin Covey 7 Habits 2021

CERTIFICATES/CERTIFICATIONS

- TRIBES Trained, Brock University 2022
- SmartBoard Level 1, Brock University 2022
- Teach Nutrition–Power to Play 2021
- Standard First Aid –CPR C, St. Johns Ambulance 2021

Formatting - References

REFERENCES

Fatima Oriata

Principal, Oakridge Elementary School

DSBN

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John Smith, Ph.D.

Professor, Faculty of Education

Brock University

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Susan Kandor

Teacher, French Immersion

DSBN

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Kara Renaud

- Dashboard
- Staff
- COVID-19 FAQs & Resources
- STUDENT RESOURCES**
- MAIN MENU
 - Explore Careers
 - Job Search Websites
 - Cover Letter & Resume
 - Interview Prep
 - Social Media & Branding
 - CV & Statement of Intent
 - Post Graduate Studies
 - Gain Experience
 - Portfolios
 - Going Abroad
 - Teacher Resources
 - Plus Programs
 - Students with Disabilities
 - Grad Students (PhD/Masters)
 - Entrepreneurship

Student Resources Menu

Explore Careers	Job Search Websites	Cover Letter & Resume	Interview Prep	Social Media & Branding
CV & Statement of Intent	Post Graduate Studies	Gain Experience	Portfolios	Going Abroad
Teacher Resources	Plus Programs	Students with Disabilities	Grad Students (PhD/Masters)	Entrepreneurship

Thank you and good luck!

Visit careerzone.brocku.ca for additional resources to support your career search!