



NAZARETH COLLEGE
School of Education
Office of Clinical Experience and Partnerships

Preferred School of Education Resume Format Requirements

Your resume is your first impression to a local school district's central office who may want to employ you in the future and to teachers who may want to host you for student teaching or graduate practicum clinical experience. Therefore, you want to make sure your resume follows the following criteria and formatting.

Your resume should have the following sections in the order listed below.

1. Name
2. Address
3. Phone Number
4. Professional Email Address
5. Education *(please include any completed educational programs such as associate degrees, Bachelor's degrees or other master's program)*
6. Certification *(please note the date(s) received or anticipated)*
7. Professional Teaching Experience *(if applicable)*
8. Graduate Field Experience *(graduate students only)*
9. Student Teaching *(additional certification candidates only)*
10. Undergraduate Field Experience *(undergraduate students only)*
11. Additional Categories *(may include not limited to: professional development, related experiences, technology, other professional experiences, leadership experiences, community service, college employment, language skills, artistic skills, musical skills, coaching experience, athletics, research projects, significant papers, honors and awards, etc.)*

Please remember the following important information:

1. Use reverse chronology. *(most recent experiences first)*
2. Put the most important sections at the top of your resume. *(highlight items related to education first)*
3. Use incomplete sentences. *(never use I)*
4. Try not to use the same action verbs more than once.
5. Include things you are proud of.
6. Have another professional review your resume before submitting.