

Guidelines for Writing Your Résumé

Introductory Heading

- Name (should stand out)
- Complete address
- Phone number(s) with area codes
- Email address

Education and Certification

- Degree, institution, city, state and year awarded
 - ❖ *B.A. English, Providence College, Providence, RI, 2013*
- Certification(s) and Endorsement(s) if applicable
- Additional graduate coursework (if applicable)

Teacher Leadership Experiences—Formal and Informal

- Department chair, committee chair, coach, mentor, etc.
- Participation on leadership teams, such as curriculum committee, school improvement team, etc.
- List of other relevant accomplishments; describe using a verb as the lead, such as wrote..., implemented..., supervised..., etc.
- Identify school and date of above experiences

Teaching Experience

- Current position—subject and/or grade level, school, community, state, and date(s)
- Same information as above for all teaching positions

Professional Development

- Other training relevant to education and leadership
- Cite organization or training site, city, state and date(s) as appropriate

Other Professional Accomplishments

- Awards, special recognition, publications, etc. if applicable

Civic/Community Service/Leadership Roles

- Organization, city and state, date(s)
- Types of service