

EXERCISE:

Do you have memberships, certification or awards?

- Dean's List
- Recipient of Scholarship (s), Fellowship
- Certification (include when you anticipate to receive it)
- Extracurricular activities

What are your areas of expertise?

- Classroom Management
- Curriculum Development
- Assessment tools and strategies
- Differentiated Instruction
- Creative, Lesson Planning
- Teaching in Alignment with common core
- Parent- Teacher Relations
- State Standardized testing

Circle the content you have experienced with; they may have been learned/acquired through internships, teaching internship, shadowing, volunteering, observation or instruction (theory/classes)

What are your experiences?

- Did you instruct (tutor) students individually or in groups?
 - What methods did you use to instruct students (guided practice, discussions, field trips to curriculum relevant locations)
- Did you established clear objectives for all lessons, units and projects and communicated expectation to students?
- Did you work with teachers and administrators to develop, evaluate and revise students' curriculum or lesson plan?
- Did you meet with teachers, parents, or guardians to discuss their children's progress, set priorities and determine resource needs?
- Did you help student(s) to reach proficient (reading, math) level before the school year ended?
 - How did you measure this (type of test/ assessment)?
- Do you play any sports? Led a team/ coached a team? What were the results?

You want to showcase your accomplishments on your resume to help prospective employers assess your ability to do the job. Therefore it is in your best interest to use "*accomplishment statements*"

How to write accomplishment statements?

Action Verb + Project + Result = Accomplishment Statement

Action verb: Coordinate

Project: four fundraising events for local shelters

Result: which raised over \$20,000 (25% over goal) and greatly improved community awareness

Accomplishment: Coordinated four fundraising events for local shelters which raised over \$20,000 (25% over goal) and greatly improved community awareness.