

RESUMES FOR EDUCATION MAJORS

Career Services



CAREER SERVICES

University Center 225
careerservices@nku.edu
859-572-5680

Hours

Weekdays, 8:15 am-4:30 pm
Mondays open late (until 6 pm)

nku.edu/careerservices

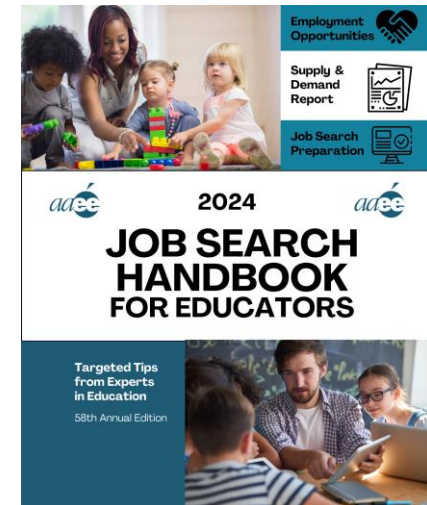


OVERVIEW

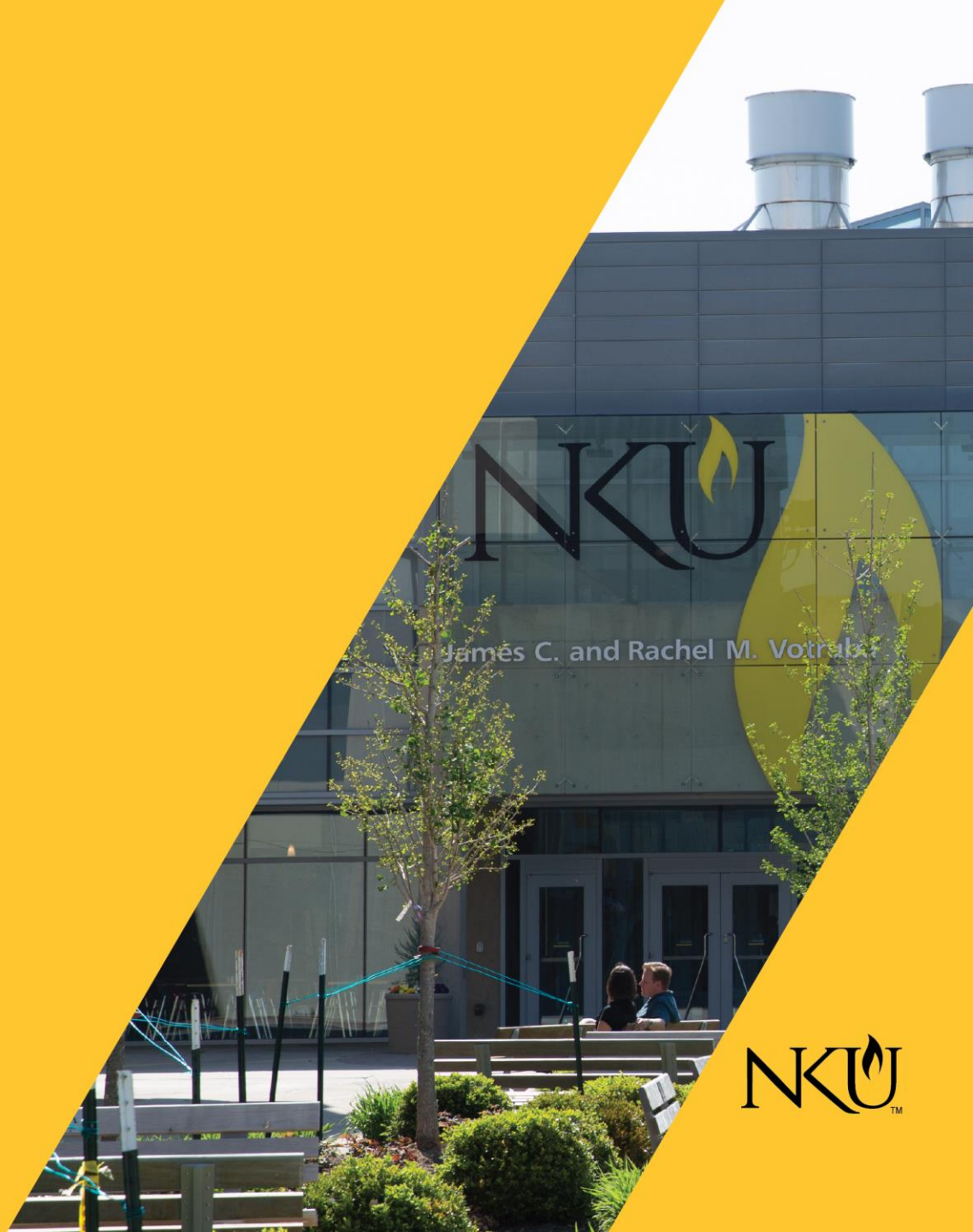
- Resumes and Cover Letters
 - Refer to your resume and cover letter to take notes
- Overview of Other Services
 - Job Search Assistance
 - Career Fairs
 - Online Resources
 - Tips for Success
 - Professional Dress
- Wrap up

AAEE Job Search Handbook for Educators

- The American Association for Employment in Education (AAEE) connects professionals who prepare educators with those who hire them.
- Prepared annually, the Handbook's relevancy and substantial focus make it the premier job search handbook on university campuses across the country.



RESUMES



RESUMES: DOES ONE SIZE FIT ALL?

- Current resume
- Why customization is important
- Why advice can differ

RESUME CONTENT

- Name and contact information
- Objective or Professional Profile (optional)
- Education
- Experience
- We will look at best practices for these

CONTACT INFORMATION

- Include e-mail address and phone.
- Make sure e-mail is appropriate.
- Street address is not necessary; include city and state
- Can include links to personal websites/blogs/etc.

CONTACT INFO. EXAMPLE

Sam Jones

Covington, KY

859-123-4567

JonesSam@mail.com

SAM JONES

859-123-4567 | JonesSam@mail.com | SamJones.Blog.com



CAREER/JOB OBJECTIVE

- Gives your resume a point of focus.
- Specific to the position you are seeking, the grades you wish to teach, the location where you are applying (if the school district/organization has multiple locations), etc.
- The more personalized it is, the better.

CAREER/JOB OBJECTIVE

Examples:

- To obtain a position as a math teacher for grades 7-12.
- Seeking a teaching position in middle-grades special education.
- Relocating to Louisville, KY in May 2024; seeking English Teacher position.

PROFESSIONAL PROFILE

- Summarizes your professional skills and attributes.
- Aligns with the key skills and desired qualifications of the job description.
- Can incorporate the school's mission.

PROFESSIONAL PROFILE

Examples:

- Skilled at creating a classroom environment conducive to learning through age-appropriate teaching strategies.
- Prioritizes strong collaborative relationships with parents, school districts, and colleagues.

EDUCATION

- Name of university
- City, state
- Expected graduation date
- Name of degree and major
 - Bachelor of Arts
 - Bachelor of Science
- Include any minors or areas of focus, if applicable
- Can also include memberships, honors, GPA

EDUCATION EXAMPLES

Northern Kentucky University, Highland Heights, KY
Bachelor of Arts in Elementary Education
May 2024

Northern Kentucky University, Highland Heights, KY
Bachelor of Arts, expected May 2024
Majors: Secondary Education and English
• GPA: 3.7/4.0

EXPERIENCE

- Your title
- Name of workplace
- City, state
- Months and years of employment
- Action-oriented phrases with bullet points
 - Should have implied subject of “I”
 - Present jobs: Manage, Assist, Write
 - Past jobs: Managed, Assisted, Wrote

TEACHING EXPERIENCE EXAMPLE

Southern High School, Fakecity, KY

Student Teacher, 9th Grade Science, Jan. 2024-Present

- Collaborate with staff, administration, and outside agencies in weekly meetings
- Plan, construct, and teach daily lesson plans in laboratory and classroom settings
- Created new, interactive lesson plan on water quality testing in various ecosystems
- Organized service learning project for class of 25 students

HOW TO STAND OUT

- Details and descriptions should
 - Remove things commonly expected of all student teachers
 - Stress specific accomplishments and concrete outcomes
 - Use keywords (mentoring, assessments, diverse learning styles, lifelong learning, etc.)
 - Be formatted with bullet points and begin with unique, strong action verbs

RELATED EXPERIENCE

If you have some related experience, consider using two categories.

RELATED EXPERIENCE

Covington Partners, Newport, KY

Summer School Program Assistant, March 2023-August 2023

- Monitored groups of 10-25 children ages K-3rd Grade in computer lab
- Ensured student safety on various field trips and collected permission slips
- Communicated with children and parents/family members

Cincinnati Historical Society, Cincinnati, OH

Archival Processing Intern, September 2022-December 2022

- Surveyed boxed materials and culled items, meeting collection guidelines
- Listed box contents and wrote folder lists; wrote finding aids for small collections

ADDITIONAL EXPERIENCE

Applebee's, Highland Heights, KY

Server, August 2023-Present



UNRELATED EXPERIENCE EXAMPLE

Server, Olive Garden, Florence, KY, June 2022 – July 2023

- Took customers' orders, served food, and bussed tables
- Provided customer service

Could you find transferable skills from this experience that might benefit you in your professional career search?

UNRELATED EXPERIENCE EXAMPLE

Server, Olive Garden, Florence, KY, June 2022 – July 2023

- Delivered personalized customer service while taking detailed food and drink orders
- Built rapport with diverse group of fellow employees
- Selected by management to serve at special corporate event in May 2023; key holder
- Worked 35 hours per week while maintaining full course load

THINGS NOT TO INCLUDE


- Street addresses
- Supervisor's name
- Zip codes
- Phone numbers (except yours)
- Interests
- References (see page 31 of the Job Search Handbook for tips)

NO TEMPLATES!

Templates help students get started. For new professionals, customization is key!

- Employers tell us template resumes lack originality
- Can show a lack of initiative
- Very difficult to edit
- Not easily viewable by Applicant Tracking Systems
- Creating a strong resume on your own demonstrates proficiency with Microsoft Word

WHICH DO YOU PREFER?



AN

AMANDA NORTH
FUTURE TEACHER | MATH, SCIENCE

OBJECTIVE

Seeking a Math Teacher position, preferably at a high school in Northern Kentucky.

EXPERIENCE

JOB TITLE • COMPANY • DATES FROM – TO
Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant. Include data that shows the impact you made.

JOB TITLE • COMPANY • DATES FROM – TO
Think about the size of the team you led, the number of students you balanced, or the number of articles you wrote.

SKILLS

Hands-on STEM Activities
Computer Programming
International Studies
Soccer Coach
Musical Theater

EDUCATION

DEGREE • DATE EARNED • SCHOOL
You might want to include your GPA and a summary of your coursework, awards, and honors.

DEGREE • DATE EARNED • SCHOOL
On the Home tab of the ribbon, check out Styles to see how easy formatting you need with just a click.

JEFFERSON AIRPLANE

Covington, KY | 123-456-7890 | Jefferson@Gmail.com

OBJECTIVE

- Here is a sample objective for the sake of this format.

EDUCATION

BACHELOR OF ARTS IN EDUCATION | MAY 2019
NORTHERN KENTUCKY UNIVERSITY | HIGHLAND HEIGHTS, KY

- Major: Secondary Education, Mathematics Focus
- Minor: International Business
- Some other things listed here, as an example
- GPA: 3.79/4.00

TEACHING EXPERIENCE

CLINICAL EXPERIENCE


- Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

AFTER-SCHOOL PROGRAM


- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

ADMISSIONS

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.




(517) 582-0502 • lyon2@ferris.edu



My career goal is to be a designer who creates designs that will inspire and motivate people while leaving a lasting impression. An internship with your design firm will allow me to use my skills and talents to benefit your company while affording me the opportunity to gain valuable experience.

GRAPHIC DESIGNER
PHOTOGRAPHER
FILM MAKER
WRITER



Skills

TIME MANAGEMENT
Able to multi-task successfully

RELIABLE
Won awards for perfect attendance

FRIENDLY
Previous jobs in customer service

Team communication with a variety of people

MOTIVATED
Highly motivated to achieve goals and be successful in life

EXPERIENCED
Educated in graphic design applications and have experience with client work

Education

MASON HIGH SCHOOL
GRADUATED 2008
3.4 GPA

KENDALL COLLEGE OF ART IN DESIGN
GRADUATION 2013
3.7 GPA

Awards

SCHOLARSHIPS
Jack A. Drew Art Scholarship (2009)

GALLERY SHOWS
Capital Area Career Center Capstone (2007)
Capital Area Career Center Capstone (2008)
SeaART Film Festival (2010)
Island Study Abroad Gallery Show (2010)

Programs

Adobe After Effects


Adobe Bridge

Adobe Flash

Adobe Illustrator

Adobe InDesign

Adobe Photoshop



Adobe Soundbooth


Canon SLR


Garage Band

Final Cut Pro

Nikon SLR

Shake





FORMATTING

SUGGESTIONS

- Use a traditional, easy-to-read font such as Arial, Times New Roman, Calibri, etc.
- Font size should be between 10- and 12-point.
- Margins should not be more narrow than 0.5 inches; 1 inch is ideal
- No borders, boxes, or tables
- Black ink for main information; use color sparingly
- Consider graphics very carefully before using
- No personal photos

CHECK FOR CONSISTENCY

- Order of wording within each section
- Formatting: bold, italics, underlines, etc.
- Abbreviations (states and months)
- Headings and lines
- Bullets (size, shape, and alignment)

SHORTENING STRATEGIES

- Formatting
 - Margins
 - Font choice/size
 - Spacing between sections/lines
- Efficient Use of Space
 - City/State, phone, email on one line
 - Employer, location, job title, dates on one line
 - Avoid using a line for one word or short item
- Content
 - Shortening wording
 - Combine short bullet points

ADDITIONAL CONTENT

- Can include links to LinkedIn profile, professional portfolio, or website if GREAT!
- Include class/group projects, capstone experiences, etc.
- Include leadership experience; can be in Experience section
- Follow formatting style used for other jobs and experiences

COVER LETTERS



WHY WRITE A COVER LETTER?



COVER LETTERS

- No more than 1 page.
- Formal letter (block/paragraph) format.
- Personalized to the position and school/employer.
- Do not re-state phrases from resume but provide more thorough examples of your experience.
- Connect to the school's mission, teaching philosophy, community, etc.

WHO WOULD YOU HIRE?

Dear Principal Smith:

I am writing to express interest in the Social Studies Teacher position I saw posted on your website. I believe that my academic background and volunteer experience will make me an ideal candidate for the position.

(continued)

To whom it may concern:

I'm applying for a full-time teaching position. I believe that my bachelor's degree and experience mean I'm going to do good at this job. I hope you will give me an interview so I can get the job. I also do some volunteering.

(continued)

ANOTHER EXAMPLE

Dear Principal Smith:

It is with great enthusiasm that I am applying to the Math Teacher position I saw posted on your website. Throughout my education, I have focused on integrating hands-on STEM activities into each of my classroom experiences. I believe that my academic background and STEM-focused volunteer experience will make me an ideal candidate for this position.

(continued)

OVERVIEW OF OTHER SERVICES



JOB SEARCH ASSISTANCE

- Resume and cover letter review
 - By appointment
 - By email: (ResumeHelp@nku.edu)
- Mock/practice interviews, by appointment
- Handshake (online job search database)
- Teacher Candidates webpage with resources
- Career Fairs

EDUCATION CAREER FAIR

- Southwest Ohio/Northern KY Education Career Fair:
 - Held annually in March or April
 - At Xavier University's Cintas Center (free parking)
 - 100+ employers from tri-state area and nationwide
 - Candidates from NKU and five other area universities (Mount St. Joseph Univ., Univ. of Cincinnati, Wilmington College, Wright State, and Xavier University).

TIPS FOR SUCCESS

- Elevator pitch
- Social media usage
- Professional dress – examples to follow

TELLING YOUR STORY

- Your unique experiences can set you apart!
- Know your why
- Be honest, authentic, confident, enthusiastic
- What are your success stories related to
 - Classroom management
 - Instruction
 - Collaboration
 - Assessment

SOCIAL MEDIA CAUTIONS

- Fair or not, you are held to a higher standard
- Search for yourself online
- Don't let social media posts cast a shadow over you!
- Check all privacy settings on social media accounts
- When in doubt, don't post it!

PROFESSIONAL DRESS

Suit is best for interviews and career fairs

- Suit jacket or blazer
- Dress pants or knee-length skirts/dresses
- No revealing clothing
- Polished dress shoes, flats or low heels
- Can have a pop of color to show personality
- Neat, tidy, show you planned ahead



BUSINESS CASUAL DRESS



- Also acceptable at career fairs
- Dress pants
- Collared shirts/polo shirts
- Blouses with or without cardigan/jacket
- Dresses and skirts—not too short, avoid high slits

Questions?

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