

Welcome Teacher Education Students!



**ALUMNI AND
CAREER SERVICES**
COLORADO MESA UNIVERSITY



Why do you need a resume?

Your resume shares your *qualifications* and what makes you *unique*.

To stand out among other applicants, you need a resume that markets your *skills* and *strengths*.

Resume Builder Tools

Pathful Explore

www.coloradomesa.edu/career/students/career-exploration.html

- Create a New Account if you don't have one already
- Check email and click on the validation link
- Login and go to:
 - Career Central
 - Resume/Cover Letter
 - Resume Builder

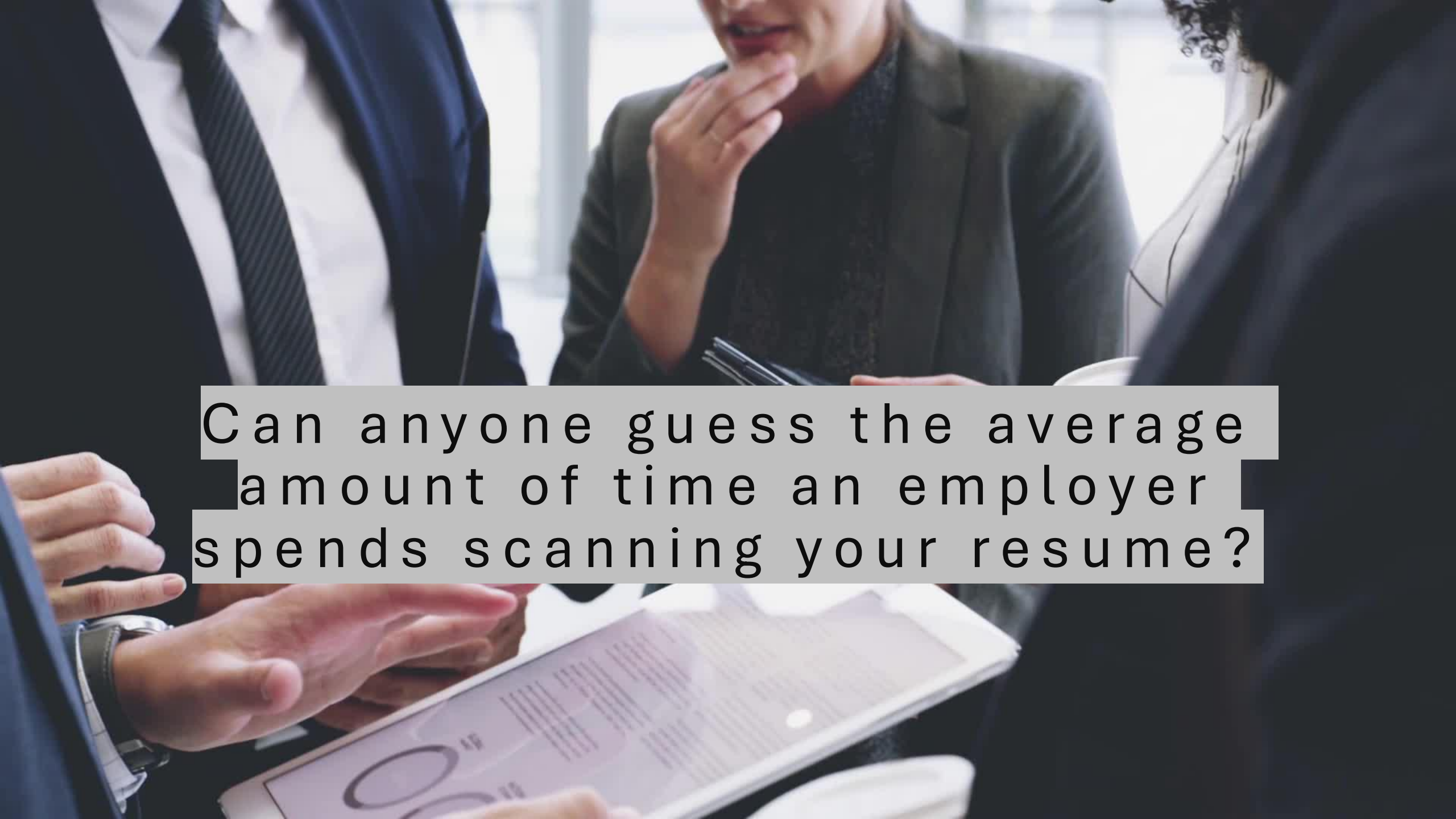


Mesa County Workforce Center

<https://mcwfc.us>

- Click on Job Seekers
 - Select Resume Builder and Career Assessment
 - Select Resume Builder

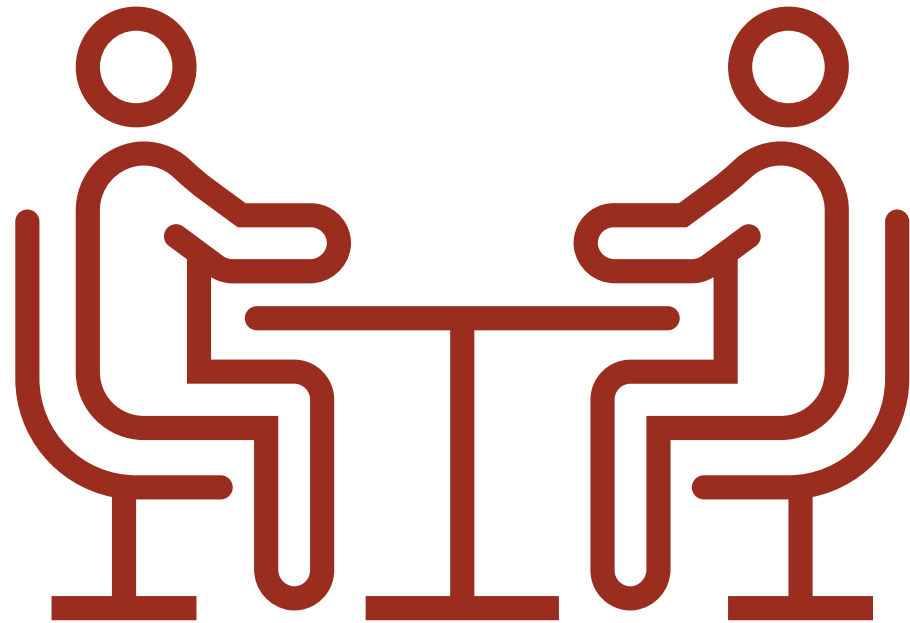


A blurred background image of a business meeting. Several people in professional attire (suits, blouses) are gathered around a table. One person is holding a tablet displaying a document with charts and text. Another person is gesturing with their hand near their face. The scene is brightly lit, likely from a window in the background.

Can anyone guess the average
amount of time an employer
spends scanning your resume?

What makes an effective resume?

- Professional skills and qualifications highlighted
- Highly readable
- Positive and professional



WELL ORGANIZED...

- Heading
- Objective Statement/Personal Summary (*optional*)
- Education (*ALWAYS AT THE TOP!*)
- Experience ↑
- Skills ↓
- Projects/Additional Activities

MARIANNE MAVERICK

970.248.1404
rmaverick@coloradomesa.edu
Grand Junction, Colorado 81501
linkedin.com/in/rowdymaverick
Website or portfolio (if applicable)

WORK OBJECTIVE: Dedicated education student with practical experience in classroom management and building positive relationships with students, parents, and colleagues. Committed to creating a well-managed classroom where students can thrive academically.

EDUCATION

Bachelor of Arts, Elementary Education, English Emphasis

Colorado Mesa University, Grand Junction, Colorado
Anticipated Graduation May 2027

RELEVANT WORK EXPERIENCE

Caregiver

Brightlife Care

August 2023 - Present

Grand Junction, Colorado

- Supervised medication schedules for clients to ensure timely administration with no errors
- Partnered with therapists to encourage patient mobility, improved motion by 94% over 6 weeks
- Facilitated patient outings to reduce isolation and encourage socialization

Sales Associate Lead

Dillard's

January 2021 - May 2023

Grand Junction, Colorado

- Consistently exceeded sales goals over two years with a customer-first attitude
- Scheduled colleagues based on projected sales volumes and store need
- Partnered with 10+ colleagues to monitor inventory levels and maintain optimal stock levels

RELEVANT SKILLS

Executing Lesson Plans | Effective Communication | Language: Spanish (Advanced) | Cultural Competence ClassDojo | Quizlet | AdobeSuite | Google Classroom

VOLUNTEER EXPERIENCE

Lead Teacher – Sprouts Hiking Lab

August 2023 to May 2024

- Built interpersonal lessons including outdoor group projects for students aged 5–7 years old.
- Parents reported 91% satisfaction rate with lessons and projects.

Reader - Reading Rainbow

September 2021 – May 2022

- Donated three hours each week at several school locations
- Built long lasting relationships with elementary and middle school students
- Worked one-on-one to support students struggling with literacy

Easy on the eyes



Length

One page (if more, make sure to fill each page)



Appearance

Well-organized layout

10–12-point font

Consistent bold, italics, etc.

Color used sparingly (if at all)

Resume Tips for Educators

- Tailor your resume to the job description
 - Do your research on the district and school's mission
- List teaching tools you rely on (i.e. technology in the classroom)
- Highlight relevant coursework
- Include relevant certifications
- Emphasize student teaching or related experiences
- Include tutoring and volunteer work
- Add additional responsibilities
- Call out your club roles or areas of involvement as a student
- Quantify your experience
 - “Led campus tours” vs. “Led weekly campus tours of 25-50 potential students to assist in recruitment efforts.”

Heading



Full name



Address (required: city, state)



Phone number (create a professional voice message, empty box)



Email address (use professional email address)



Social media (LinkedIn with name as handle)

Education

- Always refer to Degree Works for your specific degree.
- Example,
 - Bachelor of Science, Biology, Secondary Education or
 - Bachelor of Science in Biology for Secondary Education
- Feel free to drop high school information as you gain college credit.
- GPA can be included for GPA of 3.5 or higher (especially for a recent grad).
- GPA can be dropped after a few years of professional experience unless a position specifically requests it.

Purpose

- Commonly also called an Objective Statement, Personal Statement or Personal Summary.
- This short paragraph (2-3 sentences) offers a **concise summary** of your passion for teaching and key qualifications for the specific position.
- This is considered an optional piece.
- If you do use this on your resume, **tailor each to align** directly with the job posting.
- Include **hard skills** (like technology) with **soft skills** (empathy).
- Always have someone proofread this piece before you submit it.

Experience

- Experience can also be referred to as:
 - Work Experience
 - Relevant Experience
 - Community Involvement / Community Service
 - Volunteer Experience
- Format your experience in reverse chronological order: start with your most recent experience and work backwards.
- Highlight your **job title**, the company name, location, and dates of employment.
- Use bullet points (3-5) to detail your **key responsibilities and accomplishments**.
- Use **action verbs and keywords** to describe your skills in classroom management, lesson planning, and student engagement.
- Use the correct tense - **present or past** - for verbs example, “Currently manage” vs. “Managed a team.”

What counts as “Experience?”

Paid jobs	Unpaid jobs	Full-time jobs	Part-time jobs	Internship or Apprenticeship
Volunteer work	Freelance projects	Leadership roles in clubs or organizations	Relevant coursework	Projects
Awards	Scholarships	Study Abroad	Community Involvement	Board Involvement

Teacher Education Experience Descriptors

Classroom Management | Lesson Planning | Student Engagement

Managed
Developed
Built
Achieved
Designed
Coordinated
Presented
Collaborated
Streamlined
Compiled

Optimized
Mentored
Initiated
Improved
Increased
Decreased
Maintained
Monitored
Facilitated
Evaluated

Investigated
Communicated
Promoted
Spearheaded
Championed
Oversaw
Supported
Trained
Authored

Forecasted
Adapted
Restructured
Prioritized
Negotiated
Influenced
Advocated
Innovated
Transformed
Exceeded

Descriptors

Action	Describe your work with strong action verbs
Quantify	Example: "...increased classroom reading levels by 15%"
Specify	Be specific about your contributions
Align	Tailor descriptors to the position you are applying for

Skills

- Analyze the job description for keywords.
- Match skills to the specific job requirements.
- Include skills relevant to the job – both technical (hard skills) and interpersonal (soft skills).
- Hard Skills or Technical Skills - Specific, teachable abilities like Excel, a foreign language or data analysis.
- Soft Skills or Interpersonal Skills – Personal attributes like effective communication, problem-solving, or adaptability.
- Consider the tasks or responsibilities you'd held in past roles, previous jobs, internships, or school projects.
- Awards can help tease out particular areas of strength.
- Be specific (Communication vs. Public Speaking)

Quick Reminders...

Don't use personal pronouns (I, me, my)

Don't use a picture (even a great one)!

Don't include a supervisor's name and phone number.

Don't include references in the body of resume.

Don't write "References Available upon Request" on your resume.

Do: Triple check for spelling or no grammatical errors.

Do: Include a LinkedIn handle:
[linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

Do: Read your resume out loud to find errors.

Do: Include keywords specific to the job posting.

Do: Ask **multiple** people (and our office) to critique your resume.

Do: Be honest!

Remember to convert your work!



Let's connect!

Instagram: @cmesaucareerservices

Email: career@coloradomesa.edu

Phone: 970-248-1404

Career Center Location: University Center - 107



Alumni and
Career Services

Thank you for your feedback!



Go Mavs!