

Education Resume Guide

You can use the outline feature to jump to sections

General Resume Advice

- Use space effectively, do not have your content too close or too spread out
- Be consistent with your font size and style, layout, and formatting
- List appropriate contact information (e.g. professional email)
- Organize content most relevant towards the top to least relevant at the bottom
- Tailor subject headers when possible and relevant
- Education and experiences should be listed most recent to least recent in their sections
- If using Google Docs to format your resume, use our [Tips for Using Google Docs for Career Documents](#) to help get started

Education-specific Resume Advice

- List any licenses or certifications immediately following education
- List internships and/or practicum experiences within their own section
- Two-page resumes are common, and often preferred
- Include grade level or age of students whenever appropriate
- Highlight professional interests through community or student involvement or professional organizations, especially in areas you may have the opportunity to contribute to the educational environment through advising student groups, committee participation, or special program initiatives

Creating Meaningful Action Statements

Below is a general formula to use as a starting point for constructing meaningful bullet points for your experiences.

WHO – Who did you help in this role (the organization, clients, customers)? Whom were you working with?

WHAT – Describe in detail what you did. What were the results of your work? If you did research, was it published?

WHEN – When did this work happen (daily, weekly, or monthly)? Highlight the frequency you did something to show productivity.

WHERE – Where did your responsibilities occur? Did you interact with people outside of org? Was travel involved?

WHY & HOW – Why did you do the work? How did your job duties help or add to the organization? Be as specific as possible.

Skill + What YOU did + Results/Outcomes

(Action verb) + (Job responsibility) + (How/Why)

BEFORE

Random Fast-food Restaurant, Team Member Any Town, VA, May 20xx – Present

- Take customer orders and answered questions

AFTER

Random Fast-food Restaurant, Team Member, Any Town, VA, May 20xx – Present

- Take orders with a welcoming demeanor, scoring over 90% customer satisfaction on customer feedback surveys.

It is important to **QUANTIFY** – adding numbers – it demonstrates productivity. (Ex. Helped about 15 customers per hour during peak business hours.)

You can use the [Action Verb Resource](#) to help tailor the actions verbs for your action statements.

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

K-12 Education Resume

Richmond, VA | 804-123-4567 | candycareer@vcu.edu

EDUCATION

Virginia Commonwealth University, Richmond, VA

Master of Teaching in Early Childhood/Elementary Education

May 20XX

Bachelor of Science in Education Early Childhood Education and Teaching

May 20XX

GPA: 3.8 (Dean's List 8 semesters)

CERTIFICATION

State of Virginia, Teacher's License, Elementary Education Endorsement

Expected May 20XX

Virginia Child Abuse and Neglect: Recognizing, Reporting and Responding for Educators

January 20XX

INTERNSHIP AND PRACTICUM EXPERIENCE

Student Teaching Internship

January 20XX – April 20XX

Battlefield Park Elementary School, Mechanicsville, VA

- Create lesson plans that employ cooperative learning, hands-on, student-centered techniques
- Establish open and mutually beneficial communication system with parents to maximize student learning using e-mail, weekly newsletters and open office hours
- Prepare, administer and evaluate student comprehension assessment tools including tests, quizzes, and homework

Practicum

September 20XX – December 20XX

Tuckahoe Elementary School, Richmond, VA

- Wrote reports reflecting on the efficacy and enhancements to techniques witnessed during observation
- Developed and presented two mini-lessons in grammar and math
- Provided individualized instruction to special population students

Practicum

January 20XX – April 20XX

Carver Elementary School, Richmond, VA

- Prepared and taught an interactive lesson on land and water conservation
- Assessed value of lesson plan using cooperative teacher feedback and student surveys

RELEVANT EXPERIENCE

Camp Counselor

Shady Grove YMCA, Glen Allen, VA

May 20XX – August 20XX

- Coordinated activities and supervised a group of 15 children ages 7 and 8 in a day camp program
- Supported the social and emotional needs of children to help them adapt to their new environment

VOLUNTEER EXPERIENCES

Big Brother Big Sister, Richmond, VA

September 20XX – May 20XX

PROFESSIONAL MEMBERSHIPS

- Student Education Association, Virginia Commonwealth University
SVEA President (2015-2016)

September 20XX – Present

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Higher Education Resume

Richmond, VA | 804-123-4567 | candycareer@vcu.edu

EDUCATION

Virginia Commonwealth University (VCU)

Masters of Education: Counselor Education, GPA: 3.8

- Concentration: College Student Development and Counseling

Richmond, VA

May 20XX

Virginia Polytechnic Institute and State University

Bachelor of Science, Human Development, GPA: 3.9

Blacksburg, VA

May 20XX

HIGHER EDUCATION EXPERIENCE

VCU Career Services

Career Counselor Intern

Richmond, VA

November 20XX-Present

- Provide career related counseling to students who want to explore career options within their major
- Meet 1:1 with 15-20 students per week to review and edit resumes and cover letters
- Conduct mock interviews with students and assist them in preparing for the interviewing process
- Coach and guide students through the job and internship search process by helping them explore and understand the various job search platforms

VCU University Student Commons & Activities

Graduate Assistant for Student Engagement

Richmond, VA

August 20XX-Present

- Meet individually with students who want to get involved on campus to assist them with exploring the various organizations on campus
- Oversee the day to day activities of the Student Organization Resource Center and manage the student ambassadors who work the front desk
- Create and facilitate a workshop series title Fireside Chats for the student organizations in problem areas that have been identified by the office
- Assist groups of students who wish to create a new student organization through the new student organization process
- Maintain RamsConnect, spreadsheets, and other documents to track the 500+ student organizations on campus
- Review and approve 90-100 purchase requests submitted by student organizations each semester

VCU Office of Student Conduct and Academic Integrity

Rams Learning Ethics and Decision Making (LEAD) Course Facilitator

Richmond, VA

October 20XX-Present

- Conduct group reflection sessions with up to 6 students who have been found responsible for violating either VCU's Code of Conduct or VCU's Honor Policy
- Interact with students in a professional role while also encouraging them to be comfortable engaging in self exploration regarding their incident
- Challenge students to think critically about their own ethical decision making
- Assist students in setting SMART goals for their future at VCU and beyond

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Virginia Tech Career and Professional Development Office

Career Counseling Shadowing

Blacksburg, VA

October 20XX-February 20XX

- Attended various presentations, student seminars, career counseling appointments, and walk-in advising
- Conducted informational interviews with counselors to obtain a deeper understanding of their profession

PROGRAMMING AND EVENT COORDINATION

VCU Student Organization Involvement Fair

August 20XX & January 20XX

- Assisted in the planning, organization, and facilitation of the Fall and Spring Student Organization Fair
- Ensured that all 200+ Student Organizations wishing to participate in the Fair were registered and had completed the appropriate paperwork
- Determined the logistics of where each Student Organization category would be located and collaborate with the Marketing team to create a map for students to use
- Reworked the check-in and waitlist process from the Fall Fair to make it more efficient for our team as well as the students for the Spring Fair
- Served as the first point of contact for students, volunteers, and professionals on the day of the Fairs while appropriately handling any issues or concerns that arose

VCU Fireside Chats

August

20XX-April 20XX

- Determined through interactions with students that there were several gaps where our Student Organizations were not being supported
- Created a 5 part workshop series to be facilitated throughout the semester to address Constitution Development, Recruitment and Retention, Officer Transition, Cross Collaboration, and Event Planning

PROFESSIONAL ORGANIZATIONS AND CONFERENCES

American Counseling Association

July 20XX-Present

Chi Sigma Iota Honor Society

January 20XX-Present

ASGA National Student Government Summit

October 20XX

OTHER RELEVANT WORK AND UNDERGRADUATE EXPERIENCE

Rainbow Riders Childcare Center: Teacher

August 20XX-July 20XX

Alpha Chi Omega: Vice President of Membership Programming

December 20XX-December 20XX

- Served on "Mock-Rock" committee, raising more funds than any other chapter on the east coast (50k+)

Family Preservation Services: Intern

May 20XX-August 20XX

RELEVANT SKILLS

Handshake

Blackboard

Campus Labs

CampusGroups

LinkedIn

Microsoft Office

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Appointments

If you are interested in making an appointment with one of our Career Advisors to review your resume or discuss any other career-related topics/questions, [see which advisor advises your industry of interest](#).

We recommend that first appointments with our office are with a career advisor. In addition, we offer several different appointment mediums to better meet your needs. Choose the medium that best fits your needs.

You can [schedule an appointment](#) by logging into Handshake and selecting the time that works best for you.

Events and Career Fairs

To see our upcoming events and career fairs you can check our [website](#) or log into [Handshake](#).

Questions

If you have any questions you can come into the office, call our front desk at (804) 828-1645, or email us at careers@vcu.edu.

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