

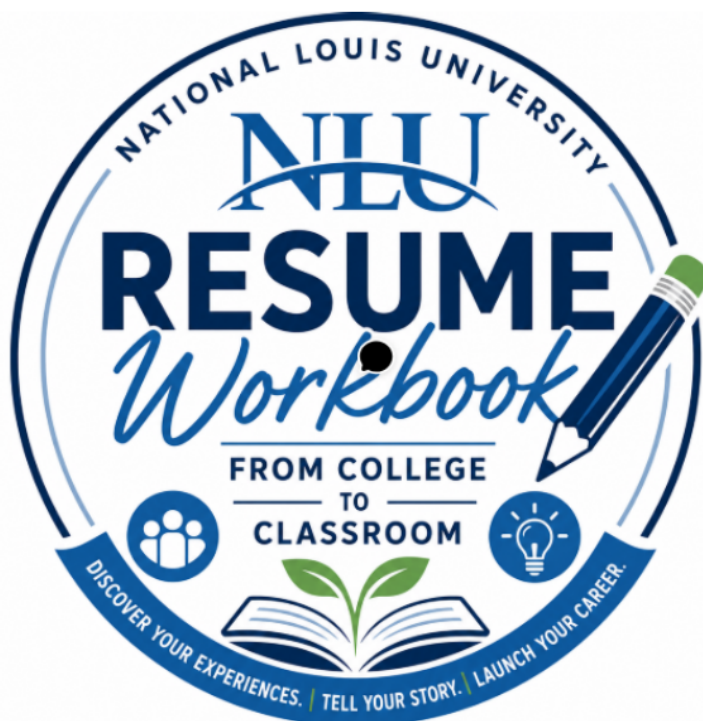


NATIONAL
LOUIS
UNIVERSITY

National Louis University
Undergraduate College

Office of Field Experience | Office of Teacher Development | Career Bridge

NLU Teacher Resume Workbook



*Writing your first teacher resume can feel overwhelming at first, but you have more experience than you may realize. This workbook will guide you through a series of hands-on activities that will help you recognize your strengths, organize your experiences, and create a professional teacher resume. If you complete each activity with fidelity, **you'll finish in about 90 minutes with a working resume ready for your job search!***

By the end of this workbook, you won't just have a resume, you'll have a professional story that reflects the knowledge, skills, and experiences you've developed on your journey from college student to future teacher.

1. Get Ready to Build Your Resume

Let's Get Started!

NLU Teacher Resume Workbook



Welcome

Welcome to the **NLU Teacher Resume Workbook**! During the next **90 minutes**, you'll identify your strengths, organize your experiences, and build a professional teacher resume step by step. By the end of this workbook, you'll have a working resume that you can continue updating throughout your Educator Preparation Program and use when applying for field experiences, student teaching, substitute teaching, and your first teaching position.

Before You Begin

Before you start, make sure you have:

- ☐ A laptop or tablet
- ☐ A copy of your current resume (if you have one)
- ☐ Your field placement information
- ☐ Your employment history
- ☐ Your practicum or student teaching information (if applicable)
- ☐ A blank Microsoft Word or Google Docs document open

Today's Goal

By the end of today's workshop, you will:

- ☒ Identify your most valuable teaching experiences.
- ☒ Organize your professional accomplishments.
- ☒ Write the first draft of your teacher resume.
- ☒ Leave with a professional resume you can continue improving throughout your program.

Time Commitment

Section	Time
1. Let's Get Started	5 min
2. Discover Your Experiences	10 min
3. Connect College to the Classroom	10 min
4. Organize Your Professional Story	10 min
5. Build Your Resume	30 min
6. Strengthen Your Resume	15 min
7. Final Review	10 min

Total: Approximately 90 minutes



Coach's Corner

Don't worry about creating the "perfect" resume today. Your goal is to complete a strong first draft that you can continue refining as you gain new experiences throughout your Educator Preparation Program.

2. Discover Your Experiences

You Have More Experience Than You Think

Estimated Time: 10 Minutes



Purpose

Many teacher candidates believe they don't have enough experience to create a strong resume. The truth is, every experience working with children, schools, families, or teams has helped you develop valuable skills. This activity will help you identify the experiences you'll include on your resume.

Directions

1. **Place a ✓** next to every experience you have completed.
2. **Circle your top five** experiences that best prepared you to become a teacher.
3. **Complete the reflection** at the bottom of the page.

Experience Inventory

Clinical & Field Experiences

- ☐ Courses with Field Hours
- ☐ Practicum
- ☐ Student Teaching
- ☐ Classroom Observations
- ☐ Small-Group Instruction
- ☐ Whole-Group Instruction
- ☐ Lesson Planning
- ☐ Classroom Management
- ☐ Assessment or Progress Monitoring

Employment & Volunteer Experiences

- ☐ Substitute Teacher
- ☐ Teaching Assistant
- ☐ Paraprofessional
- ☐ Preschool/Childcare
- ☐ Tutor
- ☐ Nanny/Babysitter
- ☐ Camp Counselor
- ☐ Coach
- ☐ After-School Program
- ☐ Retail/Customer Service
- ☐ Restaurant/Hospitality
- ☐ Volunteer with Children or Youth
- ☐ Student Leadership
- ☐ Other: _____

Reflection

Looking at the five experiences you circled, answer the questions below.

1. Which experience are you most proud of? Why?

2. What top three skills did you develop through these experiences?

- ☐ Communication
- ☐ Collaboration
- ☐ Leadership
- ☐ Organization

- ☐ Lesson Planning
- ☐ Classroom Management
- ☐ Relationship Building
- ☐ Differentiation
- ☐ Assessment
- ☐ Educational Technology
- ☐ Problem Solving
- ☐ Time Management
- ☐ Other: _____



Coach's Corner

Every field placement, practicum, job, volunteer opportunity, or leadership experience has helped prepare you to become an educator. Don't underestimate what you've already accomplished.

✓ Section Complete!

You've identified the experiences and skills that will become the foundation of your teacher resume.

3. Turning Your Learning into Experience

Turn Your Coursework into Resume Experience

Estimated Time: 10 Minutes



Purpose

Your coursework at National Louis University has prepared you to become an educator. This activity will help you connect what you learned in your classes to the knowledge and skills you can highlight on your resume and discuss during interviews.

Directions

1. Think about the education courses and field experiences that have had the greatest impact on your growth.
2. Complete the table below using **short phrases**, not complete sentences.
3. ★ Place a star next to the **three experiences** you definitely want to include on your resume.

College to Classroom Planner

Course or Experience	What Did I Learn?	How Will This Help Me Teach?
<i>Example: Literacy Methods</i>	Guided reading, differentiated instruction	Plan engaging literacy lessons for diverse learners
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reflection

Looking at the experiences you starred...

Which course or experience best prepared you to become a teacher? Why?



Coach's Corner

Schools understand you're still learning. They want to see that you can connect what you've learned in college to real classroom practice. Your coursework and field experiences are valuable professional experiences—don't leave them off your resume.

✓ Section Complete!

You've identified the college experiences that demonstrate your readiness to become an educator. You're now ready to organize them into your resume.

4. Organize Your Professional Story

Gather the Information for Your Resume

Estimated Time: 10 Minutes

Purpose

Before writing your resume, organize your most important information in one place. This page will become the blueprint for your first resume draft.



Directions

1. Complete each section below using **words or short phrases**.
2. If you don't know an answer, leave it blank and come back later.
3. Use this page as your reference when building your resume in the next section.

Resume Planning Organizer

Education

Degree:

Expected Graduation Date:

Licensure/Endorsements:

Clinical Experiences

List your most important field experiences.

School	Grade(s)	What Did You Do?

Employment

List jobs that helped you develop transferable skills.

1. _____
2. _____
3. _____

Leadership & Service

Organizations, volunteer work, athletics, mentoring, or leadership positions.

Skills

Check the skills you may want to include on your resume.

- ☐ Google Workspace
- ☐ Microsoft Office
- ☐ Google Classroom
- ☐ Canvas
- ☐ SmartBoard
- ☐ Seesaw
- ☐ CPR/First Aid

- ☐ Bilingual/Multilingual
 - ☐ Gateways to Opportunity Credential (ECE, Infant/Toddler, Director, etc.)
 - ☐ Endorsements (EAL, LBS1, etc.)
 - ☐ Other: _____
-

Awards & Honors (Optional)

Dean's List, scholarships, presentations, certifications, or other recognitions.

Quick Check

Before moving on, do you have information for each section?

- ☐ Education
- ☐ Clinical Experiences
- ☐ Employment
- ☐ Leadership & Service
- ☐ Skills

If you checked every box, you're ready to build your resume.



Coach's Corner

Don't worry about writing perfect descriptions yet. Right now, your goal is simply to organize your information. You'll turn these notes into polished resume sections in the next activity.

✓ Section Complete!

You now have everything you need to begin building your teacher resume.

5. Build Your Resume

Turn Your Planning into a Professional Resume

Estimated Time: 30 Minutes



Purpose

Using the information you've gathered, begin building your teacher resume. Work through one section at a time until you have a complete first draft.

Directions

1. Open the resume template provided by your instructor (or create a new Word document).
2. Complete each section below using the information from Part 4.
3. Don't worry about perfection—you'll revise your resume in the next two sections.

Build Your Resume

Complete each section in the order below.

Resume Section	What to Include	✓
Contact Information	Name, phone number, professional email, city/state	☐
Professional Summary	2–3 sentences introducing yourself as a future educator	☐
Education	Degree, expected graduation, licensure, endorsements	☐
Clinical Experiences	Field experiences, practicum, student teaching	☐
Professional Experience	Jobs that demonstrate transferable skills	☐
Leadership & Service	Organizations, volunteer work, leadership roles	☐
Skills	Technology, certifications, languages, endorsements	☐

Professional Summary

Use the questions below to help you write your summary.

Who are you?

What are your greatest strengths as an educator?

What position are you seeking?

Now write your 2–3 sentence professional summary.

Before You Continue...

Review your resume.

Have you completed each section?

- ☐ Contact Information
- ☐ Professional Summary
- ☐ Education
- ☐ Clinical Experiences
- ☐ Professional Experience
- ☐ Leadership & Service
- ☐ Skills

If not, continue working before moving to the next section.



Coach's Corner

Your resume doesn't have to be perfect today. The goal is to complete a strong first draft. You'll improve your wording, strengthen your bullet points, and polish your formatting in the next two sections.

✓ Section Complete!

Congratulations! You now have the first draft of your teacher resume.

6. Strengthen Your Resume



Turn Good Bullet Points into Great Bullet Points

Estimated Time: 15 Minutes

Purpose

Strong resumes don't simply list responsibilities—they demonstrate your knowledge, skills, and impact. In this section, you'll revise your resume using strong action verbs and more descriptive language.

Directions

1. Review the bullet points you wrote in Part 5.
2. Use the formula below to improve at least **three** bullet points.
3. Replace weak or vague language with stronger, more specific descriptions.

The Resume Formula

Use this formula when writing every bullet point.

Teacher Action Verb + What You Did + Why It Mattered

Example

✗ Helped the teacher with reading groups.

✓ Facilitated small-group guided reading instruction to support students' literacy development.

Strong Teacher Action Verbs

Choose teacher action verbs that describe what you actually did.

Instruction	Assessment	Collaboration	Leadership
Planned	Assessed	Collaborated	Led
Facilitated	Monitored	Communicated	Organized
Modeled	Evaluated	Partnered	Coordinated

Differentiated	Analyzed	Supported	Mentored
Implemented	Documented	Consulted	Guided

Practice

Choose **three** bullet points from your resume and improve them.

Bullet Point #1

Original

Improved

Bullet Point #2

Original

Improved

Bullet Point #3

Original

Improved

Quick Check

Review your revised bullet points.

- ☐ Begins with a strong action verb
- ☐ Clearly explains what I did
- ☐ Highlights a teaching skill
- ☐ Uses professional language
- ☐ Is specific rather than vague

Reflection

Which revised bullet point best represents your strengths as a future educator?



Coach's Corner

Every bullet point should help a principal understand what you contributed—not simply what you were assigned to do. Focus on the knowledge, skills, and experiences you've developed throughout your educator preparation program.

✓ Section Complete!

Your resume now demonstrates your experiences more clearly and professionally. You're ready to complete one final review before submitting it for feedback.

7. Final Review

Is Your Resume Ready?

Estimated Time: 10 Minutes



Purpose

Before sharing your resume with employers, take a few minutes to review your work. A careful final review helps ensure your resume is professional, accurate, and ready for feedback.

Directions

1. Review your resume using the checklist below.
2. Make any final revisions.
3. Share your resume with your instructor or Career Bridge for feedback.

Final Resume Checklist

Formatting

- ☐ My resume is one page.
- ☐ My formatting is clean and consistent.
- ☐ My font is professional and easy to read.
- ☐ Dates are formatted consistently.

Content

- ☐ My professional summary introduces me as a future educator.
- ☐ My clinical experiences are included.
- ☐ My work experiences demonstrate transferable skills.
- ☐ My skills and endorsements are included (if applicable).

Writing

- ☐ Every bullet point begins with a strong action verb.
- ☐ My bullet points describe accomplishments rather than responsibilities.
- ☐ I checked spelling and grammar.

- ☐ My resume uses professional language throughout.

Ready to Submit

- ☐ I saved my resume as a PDF.
- ☐ My file name is professional.

Example:

Jordan_Smith_Resume.pdf

Get Feedback

Before applying for jobs, ask at least **one** person to review your resume.

- ☐ Career Bridge Career Advisor
- ☐ Instructor
- ☐ Academic Advisor
- ☐ Teacher Development Coach
- ☐ Mentor Teacher
- ☐ Academic Advisor
- ☐ Peer or Classmate

One suggestion I received:

Your Next Steps

After completing this workbook:

- ☒ Save both a Word and PDF copy of your resume.
- ☒ Update your resume after every field experience, practicum, and student teaching placement.
- ☒ Tailor your resume for each position you apply for.

Congratulations!

You have completed the **NLU Teacher Resume Workbook!**

In about **90 minutes**, you've identified your experiences, organized your accomplishments, and created a professional teacher resume that reflects your growth as an emerging educator.

Remember—your resume is a living document. Continue updating it as you gain new experiences throughout your Educator Preparation Program and into your teaching career.



Coach's Corner

A great resume is never "finished." Every field placement, leadership opportunity, certification, and teaching experience is another opportunity to strengthen your professional story.

Appendix A: Sample Teacher Resume and Your Resume Template

Sample Teacher Resume

The following resume is an example of what a strong first teacher resume might look like for a National Louis University teacher candidate.

As you review this example, pay attention to:

- How each section is organized
- How experiences are described
- How bullet points begin with action verbs
- How coursework and field experiences are presented professionally

Use this sample as a model while completing your own resume. Replace the information with your own experiences, accomplishments, and skills.

[SAMPLE TEACHER RESUME](#)

Your Resume Template

After you have completed the resume workbook, you can use the following resume template to build out your resume. Simply click on the link to make a copy of the template and begin transferring your resume components from your workbook to your resume!

[YOUR RESUME TEMPLATE](#)

How to Use This Template

This template is designed to help you create your first professional teacher resume. As you complete the Resume Workbook, use this template to organize your experiences into a polished, one-page resume.

Directions

1. **Save a copy** of this template using your name
(Example: *Leslie_Delgado_Resume.docx*).
2. **Replace all placeholder text** (shown in brackets or gray text) with your own information.
3. **Delete the prompts** after you have entered your information.
4. **Keep your resume to one page.**
5. **Proofread** carefully before sharing your resume with an instructor or Career Bridge.
6. **Save your final resume** as both a Microsoft Word document and a PDF.

Before You Submit

Ask yourself:

- ☐ Is my resume one page?
- ☐ Did I replace all of the placeholder text?
- ☐ Did I remove all instructional prompts?
- ☐ Did I proofread for spelling and grammar?
- ☐ Did I save both a Word and PDF version?



Resume Tip

Your resume is a living document. Update it after every field experience, practicum, student teaching placement, leadership opportunity, certification, or professional accomplishment.

Appendix B: NLU Teacher Resume Rubric

Resume Self-Assessment Checklist

Directions: Before submitting your resume, review each criterion below. Check the box that best describes your resume. If you answer **"Almost"** or **"Not Yet,"** revise your resume before submitting it.

Criteria	Yes	Almost	Not Yet
My resume is limited to one page and is organized, professional, and easy to read.	☐	☐	☐
I included all required sections (Contact Information, Professional Summary, Education, Clinical Experience, Professional Experience, Leadership/Service, and Skills).	☐	☐	☐
My Professional Summary clearly introduces me as a future educator and identifies my strengths and career goals.	☐	☐	☐
My Education section includes my degree, expected graduation date, licensure, and endorsements (if applicable).	☐	☐	☐
My Clinical Experiences clearly describe my field experiences, practicum, and/or student teaching.	☐	☐	☐
My Professional Experience demonstrates transferable skills that prepare me to work with children and schools.	☐	☐	☐
Every bullet point begins with a strong action verb.	☐	☐	☐
My bullet points describe accomplishments and responsibilities using specific, professional language.	☐	☐	☐
My resume highlights the knowledge and skills I have developed through coursework and field experiences.	☐	☐	☐
My resume is free of spelling, grammar, and formatting errors.	☐	☐	☐
I included technology skills, certifications, endorsements, and/or languages that strengthen my qualifications.	☐	☐	☐
I saved my resume as both a Microsoft Word document and a PDF with a professional file name.	☐	☐	☐

Overall Readiness

Count your responses.

YES: _____

ALMOST: _____

NOT YET: _____

My Resume Is...

- ☐ **Ready to Submit** (10–12 "Yes" responses)
- ☐ **Almost Ready** (7–9 "Yes" responses)
- ☐ **Needs More Revision** (6 or fewer "Yes" responses)

My Revision Plan

Before I submit my resume, I will improve these areas:

- ☐ Professional Summary
- ☐ Clinical Experience
- ☐ Professional Experience
- ☐ Bullet Points
- ☐ Leadership & Service
- ☐ Skills
- ☐ Formatting
- ☐ Grammar & Spelling
- ☐ Other: _____

Final Check

Before submitting my resume, I have:

- ☐ Proofread my resume.
- ☐ Saved it as a PDF.
- ☐ Saved an editable Word copy.
- ☐ Asked someone to review it.
- ☐ Made revisions based on feedback.



Resume Tip

A strong resume tells the story of the educator you are becoming. Continue updating your resume after every field experience, practicum, student teaching placement, certification, leadership opportunity, and professional accomplishment.