

2023 Corps Member Hiring

TEACHFORAMERICA

New York

RESUME GUIDELINES

Your resume is the primary tool that we will use in order to secure interviews for you. We will share your resume with partners who, upon reviewing your resume, may invite you to interview for an available position. Keep in mind that partners may approve or deny an interview based on your resume as it will be their first impression of you. Thus, writing an effective resume is the crucial first step of the hiring process.

FORMAT GUIDELINES

- Use the Resume Template that is posted on the [Corps Member Hub](#) and maintain all formatting provided. You'll need to download the template, and save it as a Word Doc. You can also reference example templates there as well.
- Keep the length of your resume to **one page**. To do so, think critically about what a principal would want to see: teaching/education experience, work in low-income communities, working leading teams or organizations, and experience with quantifiable results.
- Include all of the sections listed on the template: **Education, Experience, Community, and Personal**.
- In each section, list your experiences with the most recent first.

CONTENT GUIDELINES

- Principals often focus on these key areas: 1) teaching experience or experience with kids, 2) work in low-income communities, 3) work leading teams or organizations, and 4) quantifiable results.
 - Teaching experience – include relevant experience working with students. Be specific about the subject and grade level/age of students. If not teaching experience, include anything related to kids.
 - Work in low-income communities – principals like to see that you have worked with communities similar to those you will work with as a teacher.
 - Work leading teams or organizations – prioritize sharing this experience, as these skills and achievements demonstrate your ability to succeed as a teacher (since you'll be leading your classroom and working with your grade-level team).
 - Quantifiable results – describe achievements & experiences using quantifiable metrics. Ex. Facilitated 400-member Senate meetings, increased 85% of students' reading scores by one grade level, etc.
- Keep your resume punchy and concise (while still including detail about what you accomplished!)
- Begin statements with "powerwords" to describe your skills and accomplishments (i.e., addressed, tracked, built, performed, prepared). This website has a comprehensive list: [Rockport Institute - Powerwords](#)

INSTRUCTIONS BY SECTION

- **HEADER** - Type in your name, but keep the Teach For America New York c/o address and phone number that is already listed on the resume template. We send partners your contact information in a separate format.
- **EDUCATION** - List all undergraduate and graduate schools that you attended. List your overall GPA unless your major GPA is greater than your overall GPA. If it is, list your major GPA

- **EXPERIENCE** - List Teach for America as your most recent work experience. **The resume template already includes a description of the Teach For America program so please keep this at the top.** Include any work experiences you have with children and/or schools. Include skills and achievements that demonstrate your potential to succeed in the classroom. Examples: leading a group of people, designing/managing a program, tutoring/ mentoring/coaching students, serving as a camp counselor.
- **COMMUNITY** - Include any volunteer experiences you have, especially those involving children and/or schools. Highlight any extracurricular activities that you've participated in (sports teams, debate, dance, musical/theatre groups, etc.) This experience can be attractive to schools, as you can potentially help coordinate after school activities.
- **PERSONAL** - Include any languages you speak and your level of fluency. Example: Fluent in Spanish; Conversational Spanish; etc. Note if you are CPR certified, Eagle Scout, artist, athlete, musician, writer, and any other skills/talents/interests that school partners may find interesting. Example: Fluent in Spanish. Competitive ballroom dancer and step performer. Working toward skydiving certification. Enjoy running and other fitness activities.

FINALIZING & UPLOADING YOUR RESUME

Please follow the guidance on the [Corps Member Hub](#) to complete and submit your resume!