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**RESUME & COVER LETTER GUIDE**  
**for**  
**EDUCATION PROFESSIONALS**

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**MAIN SECTIONS SHOULD INCLUDE**

**1) Biographical Section: (do not label this section as "Biographical")**

- A> Name (usually centered on page)
- B> Permanent Address (heading example: Permanent Address:)
- C> Permanent Phone number
- D> College Address (heading example: Until May 5, 200?:)
- E> College Phone number
- F> Cell Phone number
- G> E-Mail address
- H> Optional – web address

**2) Objective:**

State in one sentence the career job you would like to have. (Example: An elementary teaching position (P-4); or – a mid-level teaching position at any grade (4-8), with emphasis on Social Studies; or - A teaching position in Secondary History; etc.)

**3) Education:**

- A> List all earned degrees, highest and most recently acquired **first**...
- B> Next, list the month and year degree was attained (example: May, 200?)
- C> List the institution, followed by City and State
- D> List Major(s), Minor(s), Concentration(s), and Emphases
- E> Optional: List Overall GPA (or Major GPA)
- F> List previous degrees attained – if applicable (skip one line and use same format as above)
- G> **List all certifications and endorsements, including grades you can teach.**  
**Example - Certifications: AR Middle Level Math & Science (4-8), IL Secondary Math (Type 9)**
- H> Do not list High School diploma, it's understood you have one

**4) Experience: (Or Professional Experience)**

- A> **Include ALL career related experiences**  
Examples and order of importance (skip if you don't have...):
  1. Actual teaching experience (if you have any)
  2. Senior Student Teaching Internship experience(s) or Clinical Internship
  3. Observations (Junior and Sophomore) or Field I and II
  4. Substitute and Aide experience (if you have any)
  5. Tutor positions
  6. Internships & Assistantships
  7. Camp & Residence Hall counselor
  8. Religious instruction experience (Sunday School you taught)
  9. Can you think of any other?
- B> **Lead with your strength.** Chronological order may be disregarded
- C> Each position should include:
  1. Job title
  2. Employer, Place (City, ST)
  3. Date(s) of employment
  4. Brief, yet descriptive job description with perspective illuminating career objective (relevance is the key)
  5. Begin sentences with action verbs (see insert with action words listed)
  6. Format may be **bullet** or **narrative** style depending on preference and amount of experience

**5) Non-Related Employment (or Additional Experience):**

One sentence without descriptions is adequate. Elaborate if necessary, especially if skills are transferable, e.g.: training, evaluation, instruction, etc.

6) **Activities and Honors:**

A> **Optional titles: Extracurricular Activities; Honors & Activities; Service & Leadership**

B> **Lead with your strength.** Otherwise, reverse chronological order is appropriate

C> Include college/university activities and honors first, then consider some high school

D> Be sure to consider community, civic, and not-for-profit service and activities

E> Format can be in a continuous line, separated by semicolons, or in bullet fashion (one activity/honor per line)

Include **interests** in this section. Include hobbies, outdoor activities, sports, walking, etc.

7) **Special Skills:**

- Computer Proficiency: MS Word, PowerPoint, Excel, Outlook, Internet Explorer, etc.

- Foreign language fluency (either fluent or conversational)

8) **References:**

A> Last line of resume

B> Format: References available upon request

C> References should not be listed at bottom of resume. An additional reference page should be compiled and included with the resume.

**IMPORTANT CONSIDERATIONS:**

Information **RELEVANT to your objective** is the key.

Sections 7, 8, & 9 are optional. Many do not use them.

Produce your final product using a good laser or ink-jet printer. You can easily use a word processor in the computer labs. Good color choices include white or near white colors including off-white, creme, light grey, or light beige.

Contrary to popular rumor, never include pictures or graphics on your resume! This may **disqualify** you as a candidate. Also you should insure no personal information is conveyed in your resume such as age, date of birth, ethnicity, gender, marital status, health condition, etc.

**Register with your career services office as soon as possible (<http://careers.astate.edu>)**

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## KEY ACTION WORDS

accelerated	defined	implemented	participated	scheduled
accomplished	delegated	improved	performed	selected
accurately	demonstrated	increased	persuaded	set up
achieved	developed	influenced	pinpointed	significantly
actively	directed	initiated	planned	simplicity
adapted	discovered	inspected	prepared	skillfully
administered		inspired	presented	sold
advised	economically	instructed	prioritized	solved
analyzed	edited	interpreted	processed	sound
appraised	effected		produced	stimulated
approved	effectively	judged	productively	strategy
arbitrated	eliminated		programmed	streamlined
arranged	encouraged	launched	projected	structured
assessed	enforced	lectured	promoted	substantially
assisted	enlarged	led	proposed	successfully
attained	established		proved	summarized
	evaluated	maintained	provided	supervised
briefed	executed	managed	published	supported
built	expanded	mediated		systematically
	expedited	monitored	recommended	systematized
clarified	experienced	motivated	recorded	
collaborated	expertly		recruited	taught
completed		organized	referred	thoroughly
conceived	facilitated	observed	reinforced	trained
conducted	fashioned	originated	reorganized	
consistently	forecasted	operated	reported	utilized
constructed	formed		researched	
constructively	founded		resolved	validated
contributed			responsibility	vigorously
controlled	guided		revamped	
coordinated	helped		revised	wrote
counseled			reviewed	
created				
critiqued				

### Some self-descriptive words:

accountable	conversant	expressive	logical	positive
active	creative	extroverted	loyal	practical
adaptable	critical			precise
adept	curious	fair	mature	problem-solver
aggressive		forceful	methodical	productive
alert	decisive		mobile	professional
ambitious	dependable	goal-oriented	motivated	proficient
analytical	determined			proven
articulate		humorous	objective	realistic
assertive	diplomatic	imaginative	observant	reliable
attentive	discerning		open	resourceful
	disciplined	implementer	optimistic	respected
broad-minded	discrete	improviser	organized	responsible
		independent		responsive
capable	economical	innovative	patient	
charismatic	effective	instinctive		self-directed
committed	efficient	intelligent	perceptive	self-reliant
communicative	energetic	intuitive	persevering	sense-of-humor
competent	enterprising		personable	sensitive
concise	enthusiastic	knowledgeable	persuasive	
conscientious	experienced		pleasant	
consistent	expert	leader	poised	sincere
constructive	versatile			
skilled	vigorous			
sophisticated				
spontaneous	warm			
stable	well-read			
stimulating	well-rounded			
strong				
sympathetic				
systematic				
tactful				
talented				
team-member				
thorough				
tolerant				
understanding				

## **RESUME Sample**

**MARY L. JONES**  
1835 W. Longfellow Ave.  
Jonesboro, AR 72404  
870-555-5555  
MaryJJones@hotmail.com

### **OBJECTIVE**

Position in mid-level education - grades 4-6.

### **EDUCATION**

Bachelor of Science in Education, May 2004  
Arkansas State University, Jonesboro, AR  
Certification: AR Mid-Level Education 4-6 GPA: 3.4/4.0

### **PROFESSIONAL EXPERIENCE**

**Senior Student Teacher Clinical Intern**, Foxmeadow Elementary, Jonesboro, AR 9/02-12/02

- Instructed fourth grade class containing 20 students
- Created short and long term lesson plans following the PET model. Units included spelling, reading, math, English, social studies, and a special emphasis unit on "citizenship"
- Developed classroom control by applying assertive discipline and positive reinforcement
- Incorporated cooperative learning activities
- Communicated with parents concerning educational development
- Evaluated third quarter progress of students
- Participated in textbook evaluation committee
- Given total responsibility for all educational activities for 10 of 12 weeks

**Teacher's Aide**, Howe School - Newport, AR 1/02-5/02

- Taught grades ranging from Kindergarten to Eighth grade
- Instructed remedial reading and math for four classrooms

**Field II Experience**, Jane Adams Elementary School - Melrose Park, AR 8/01-9/01

- Created short and long term lesson plans for two grade levels
- Planned and implemented 3 reading groups
- Featured a dramatic play a part of the reading program
- Designed original teaching aids
- Developed classroom control using assertive discipline, positive reinforcement and communication with parents
- Attended assertive discipline workshops and was a member of discipline committee

**Campus Child Care**, ASU- Jonesboro, AR 1/01-12/01

- Assisted teachers with pupils aged 2-6
- Supervised large groups of children
- Arranged small group activities
- Designed activities to develop gross motor abilities

### **HONORS**

Dean's List - 6 semesters  
Kappa Delta Pi  
Phi Eta Sigma  
Student Arkansas Education Association

### **REFERENCES**

Available upon request.

## Sharon Nelson

P. O. Box 4612  
State University, AR 72467  
870-972-2537  
Sharon.Nelson@smail.astate.edu

### **Professional Objective**

Teaching position in mid-level education.

### **Education**

Bachelor of Science, December 2002  
Arkansas State University, Jonesboro, AR  
Major: Elementary Education  
Emphasis: Science  
Overall GPA: 2.75/4.00  
Certificate: Arkansas Mid-Level Education 4-6

### **Related Experience**

#### **Teacher's Aide**, Marion Hills School, Marion, AR

Assisted teacher in a learning disabled classroom consisting of 10 students, fourth thru sixth grade level. Developed and implemented lessons in spelling, reading, math, English, and social studies. Completed an in-service training on assertive discipline. (February 2001-Present)

#### **Senior Student Teaching** in Elementary Education, Northview School, Newport, AR

Developed and implemented units and daily lessons for 25 students in a first grade classroom. Created units in science, social studies, math, reading, and handwriting. Given total responsibility for all educational activities of the class during the final nine weeks. (Fall 2002)

#### **Day Care Teacher**, Hinsdale Day Care, Jonesboro, AR

Supervised and taught five year old children. Planned and implemented lessons on insects, pirates, seasons, and fish. (May-August 2002)

#### **Junior Student Teacher** in Elementary Education, Camden Elementary School, Camden, AR

Prepared and implemented reading lessons for a first grade reading group. Developed several units on maps and map skills for a first grade classroom. (Spring 2001)

#### **Outdoor Education**, Lorado Taft Campus, Pine Bluff, AR

Team taught 10 sixth grade students in the areas of mapping, soil study, initiatives, and crafts. Arranged campfire and square dancing activities. (Fall 2001)

### **Activities**

Alpha Delta Pi Sorority  
Spirit Chairman  
Pledge Board  
Sisterhood Committee

### **Interests**

Running, Crafts, Aerobics

### **References**

Available upon request.

## REFERENCE SHEET

**ALWAYS** ask permission from a reference before giving his/her name to an employer. It is also a good idea to give your references a copy of your resume.

Be sure to use the title of the person who is your reference.

The most effective references are those given by former employers, or college professors or advisors who are familiar with your work or abilities.

If possible, your reference sheet should be on the same type and color of paper as your resume. Also use the same typeface if possible.

Three to five references are traditionally an acceptable amount.

**MOST IMPORTANTLY:** Select individuals who can speak to your ability to teach! These should include:

1. School Principal where you completed your internship
2. Clinical Internship Supervisor in the school
3. University Internship Supervisor
4. Faculty Advisor
5. Education faculty

SEE INCLUDED SAMPLE for formatting assistance.

**BILL JONES**

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870-999-8888  
bjones@hotmail.com

**REFERENCES**

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State University, AR 72467  
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wfoster@faculty.astate.edu

## COVER LETTER

Your Name  
Your Street Address  
City, ST Zip  
Phone  
E-mail

Today's Date

Mr. Whoever So  
Principal  
Whatever School District  
185 Any Street  
Stamford, CT 06901

Dear Mr. So:

Your opening paragraph should arouse the reader's interest. **Tell why you are writing the letter.** Give information to show your specific interest in his/her district.

Your middle paragraphs should create a desire for more information. **Tell what you have to offer your reader.** Give details of your background that will show the reader why he/she should consider you as a prospective employee. Be as specific as possible about the kind of job you want. Don't make the reader try to guess what you are interested in.

Refer the reader to your general qualifications on your enclosed resume or other material. Use as much space as you need to tell your story, but keep it brief and to the point.

In your closing paragraph, ask for action. **Tell your reader what you want.** Request an appointment, suggesting a time when you will be available. A direct response is more difficult to ignore than a vague hope.

Best regards,

Ronald E. Brown

Enclosures