

COLLEGE OF EDUCATION RESUME GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center -> Appointments** to ensure that your resume is most reflective for the opportunity you are applying for.

Résumé Components

**Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. **

CONTACT INFORMATION (Required)

The top of the resume identifies your name, mailing address, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL](#).

EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences.

Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment

ADDITIONAL HEADINGS

Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose headings that are descriptive of the material that follows them. Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research
- Relevant Coursework
- Leadership
- Course Projects

Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).

Frequently Asked Questions

Is it ok to use a template?

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

Do I need to include both my campus and permanent addresses?

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

Do I need to include study abroad experiences?

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

What should I include in my skills section?

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

How do I list multiple positions within a company/organization?

If the positions you’ve held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

How many references should I list?

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

How should I select who I ask to give a reference?

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender’s permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

What type of font should I use?

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

When listing dates, should I use seasons or months or both? Can I just list the year?

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage
Exhibit
Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan
Present
Promote
Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching / Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade
Guide
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide

Rate
Steer
Support
Teach
Test
Train
Tutor
Public Relations
Advertise
Advocate
Attend
Coordinate
Dispense
Disseminate
Distribute
Fundraise
Launch
Persuade
Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt
Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate
Motivate
Negotiate
Recommend
Reconcile

Rehabilitate
Resolve
Share
Suggest
**Administrative/
Management**

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark
Chair
Command
Compromise
Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Oversee
Prioritize
Regulate
Streamline
Strengthen
Supervise
Organization
Apply
Assemble
Arrange
Categorize
Coordinate
Establish
Facilitate

Group
Orchestrate
Organize

Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect
Formulate
Inventory
Maximize
Minimize
Multiply
Project
Purchase
Record
Reduce
Solve
Universal
Act
Apply
Contribute
Define
Diagnose
Effect
Eliminate
Emphasize
Navigate
Offer
Perform
Register
Respond
Serve
***Verbs Not
Recommended**
*Aid
*Assist
*Deal
*Handle
*Help
*Learn
*Receive
*Responsible For
*Understand
*Work With

TRANSFERRABLE SKILLS LIST

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

TRANSFERRABLE SKILLS LIST

Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

Sample Elementary Education Resume

[First Name] [Last Name]

Fort Worth, TX 76109 | (123)-456-7890 | first.last@tcu.edu | Digital Portfolio: <https://firstlastportfolio2021.weebly.com/>

EDUCATION

Texas Christian University (TCU); Fort Worth, TX

Bachelor of Science in Early Childhood Education

May 2021

- Overall GPA: 3.97
- Concentration in ESL and Special Education

Study Abroad; Luoyang, China

May 2019

TCU Karen Purvis Child Development Institute

CERTIFICATIONS

TE_xES Science of Teaching and Reading

Passed March 2021

TE_xES Pedagogy and Professional Responsibilities EC-12

Passed January 2021

TE_xES English as a Second Language Supplemental

Passed November 2020

TE_xES CORE Subjects EC-6

Passed October 2020

TEACHING EXPERIENCE

Tarver-Rendon School of Agricultural Leadership, Mansfield ISD, Mansfield, TX

January 2021-Present

Student Teacher

- Assist and lead in a third-grade & kindergarten classroom for 70 school days throughout one semester in order to prepare the skills needed in a career of education
- Design lesson plans that align to state standards while becoming familiar with district curriculum
- Attend district, school, and team meetings as well as professional development sessions for continuing education
- Develop classroom relationships and trust as well as demonstrate professionalism from continuous education and growth

O.H. Stowe Elementary, Birdville ISD, Fort Worth, TX

August 2020-December 2020

Practicum

- Observed and interacted virtually with a second-grade class for 30 days throughout the semester during the COVID-19 pandemic
- Created virtual whole group, small group, and one-on-one lessons and activities including think-pair-share, and jigsaw activities
- Initiated leadership by becoming familiar with virtual learning platforms such as Seesaw and Zoom
- Able to successfully adapt and provide students a virtual learning experience given the changing circumstances

The Starpoint School, Fort Worth, TX

January 2020-April 2020

Student Volunteer/Field Experience

- Tutored one-on-one with a student with various learning disabilities in order to grow and develop reading fluency
- Conducted data-based fluency screens to monitor student's progress
- Facilitated individualized lesson plans to appropriately support the student throughout their development in specific fluency skills
- Measured the student's reading fluency increased by 5 WCPM from individualized lessons targeting automaticity and fluency skills

Lifetime Fitness Summer Camp, Fort Worth, TX

(Summers) June 2018-August 2019

Camp Counselor

- Led and monitored a group of 10 children between the ages 5 and 12-years-old daily, leading them through daily activities
- Monitored gym games, STEM activities, lunch, rock climbing, and pool times while remaining in ratio and safety policies
- Earned CPR and First Aid Certifications as well as handled food allergies and EPI Pens
- Improved group management skills including leadership, responsibility, and professional certifications

CAMPUS INVOLVEMENT

Kappa Delta Pi, Honor Society

January 2019-Present

Sigma Kappa Sorority

August 2017-Present

- Recommendations Chair (January 2020-January 2021)

TCU Frogs for Autism, VP Marketing

August 2017-May 2021

SKILLS

Technical Skills

Advanced Proficiency in Zoom; Intermediate Proficiency in Skyward; Microsoft Office

Sample Secondary Education Resume

[First Name] [Last Name]

2800 S. University Drive | Fort Worth, TX 76129 | (817) 257-2222 | first.last@tcu.edu | linkedin.com/in/firstlast/

EDUCATION

Texas Christian University (TCU), Fort Worth, TX

Bachelor of Science in Secondary Education

Concentration in Physical Science

Overall GPA: 3.88, Major GPA: 3.95

May 2022

AWARDS & HONORS

Texas Christian University Academic Scholarship Dean's List, 6 semesters

TCU Scholar (4.0 GPA), 3 semesters

Alpha Lambda Delta Freshman National Honor Society

January 2019 – Present

RELEVANT EXPERIENCE

TCU Athletic Academic Services Office, Fort Worth, TX

Tutor and Front Desk Assistant

October 2019 – Present

- Tutor 12 student-athletes in Astronomy, Physics, and Chemistry to ensure athletes maintain eligibility to play
- Respond to questions, manage files, and complete projects in a timely manner
- Ensure that the front desk runs smoothly when office manager is absent
- All tutees were qualified to play through the upcoming semester

Breakthrough Collaborative, Fort Worth, TX

Teaching Fellow

May 2020– August 2020

- Taught physical science to 50 high school students during a 9-week summer program
- Utilized Zoom to communicate with other fellows to create and test lesson plans and educational technology
- Students reported feeling more prepared and confident in their abilities to succeed in upcoming science courses

Sylvan Learning Center, Fort Worth, TX

Chemistry Instructor

August 2018 – August 2019

- Taught chemistry concepts and assessed student's comprehension daily
- Collaborated with colleagues to increase student learning with the use of ChemEd X activities
- Improved average scores on daily assessments by 40% by end of class term

Mommy Files, Fort Worth, TX

Science Tutor

August 2018 – February 2019

- Instructed two teenagers ages 15 and 16 in chemistry and physics
- Helped with homework and studying

FIELD EXPERIENCE

Paschal High School; Fort Worth, TX; 11th Grade Chemistry

January 2020 – May 2020

Arlington Heights High School; Fort Worth, TX; 10th Grade Biology

August 2019 – December 2019

W.P. McLean Middle School; Fort Worth, TX; 8th Grade Science

January 2019 – May 2019

COMPUTER SKILLS

Advanced Kahoot, Google Classroom, and Seesaw; Intermediate Promethean Smart Boards

CAMPUS INVOLVEMENT

Kappa Delta Pi, *Member*, January 2017 – Present

DRIVE, *Member*, August 2016 – Present

Best Buddies, *Member*, November 2019-April 2019

[First Name] [Last Name]

2800 S. University, Fort Worth, TX 76129 | 123-456-7890 | first.last@tcu.edu

EDUCATION

- Master of Education in Counseling** | *Texas Christian University* December 2019
- Specialization: Student Affairs
- Bachelor of Science in Social Work** | *Texas Christian University* May 2016
- Minor in Business
 - Summa Cum Laude | GPA 3.9
 - Study Abroad: Peru May 2015

PROFESSIONAL MEMBERSHIPS

- National Association of Colleges & Employers**, *member* February 2019-Present
- Southern Association of Colleges & Employers**, *member* February 2019-Present

EXPERIENCE

- TCU Center for Career & Professional Development | Fort Worth, TX** February 2019-Present
- Career Consultant for the AddRan College of Liberal Arts* January 2020-Present

- Provide career advising and coaching to students across 11 majors through individual and group sessions, including workshops, presentations, and collaboration with employer relations team for event programming
- Interpret Strong Interest Inventory & Myers-Briggs Type Indicator assessment results to students seeking direction on majors and career paths
- Advise students on job and internship search techniques, including resume writing, writing cover letters, interviewing, networking, and engaging with employers
- Review and approve resumes uploaded to Handshake, providing feedback as necessary
- Create and update career development materials for use in student sessions and to share with consultant team
- Establish and develop relationships within designated college faculty and staff and other areas within student affairs to keep them informed of relevant opportunities and resources

- Career Consultant, Seasonal Support Staff* February 2019-December 2019

- Completed résumé and cover letter critiques and reviews for students in various majors
- Provided varying services to students including conducting practice interviews, offering career assessments and interpretations, internship/job search help, and major/career advice
- Attended weekly career consultant meetings and various trainings/professional development opportunities
- Managed career related events and information tables by organizing, providing setup/breakdown, and facilitation
- Assisted with various tasks as needed such as assessment reports, data and metric organization, and résumé books

- Achieve Advisers | Fort Worth, TX** June 2019-Present

Academic Adviser

- Teach students skills to improve academic success, critical thinking, executive functioning, organization, writing and communication, stress management, time management and motivation
- Empower students to self-advocate by taking a collaborative and individualized approach with each student
- Transition students into high school or college
- Provide college essay and application assistance

- TCU Student Support Services | Fort Worth, TX** August 2019-December 2019

Intern, Practicum Site

- Served first-generation, low-income, veteran, and disabled student populations by helping them navigate the college system and graduate in a timely manner
- Created individualized education plans (IEPs) for every student using a Solution-Focused counseling approach
- Conducted small groups, guidance lessons, and workshops for students covering topics such as: self-care, motivation, career preparation, and coping skills

- TCU Student Development Services | Fort Worth, TX** July 2018-December 2019

Graduate Associate, Student Organizations

- Oversaw online Engage platform by supporting new organization recognition and renewal process for over 200 active student organizations

- Advised students interested in starting a new club or student organization on campus
- Aided in implementing and evaluating leadership development workshops and risk management training
- Collaborated with Director of Student Organizations to develop and plan programs, including the annual Fall & Spring Organizations & Activities Fairs
- Performed various administrative tasks as needed
- On boarded new graduate associate by providing an overview of the roles & responsibilities of the position

Student Success Coach, Practicum Site

August 2019- December 2019

- Coached students in identifying challenges., connecting with resources, creating action plans, and providing referrals to campus services and opportunities
- Utilized Solution-Focused counseling approach in one-on-one student sessions
- Co-led Student Success Coach trainings to recruit additional coaches

Alumni Facilitator, TCU Senior Send Off

April 2019

- Co-facilitated a group of 10 seniors at a weekend retreat on a variety of relevant topics including: life after college, career search, self-care, and financial stability
- Joined forces with Senior Year Experience Director to execute her vision for the retreat

Fort Worth Independent School District | Fort Worth, TX

March 2018-May 2018

Substitute Teacher

- Motivated students and supported student learning in the absence of the permanent teacher
- Remained flexible in the face of unexpected schedule changes and individual student's needs

YoungLife | Williams, AZ

January 2017-December 2017

Year-Long Lost Canyon Camp Staff Intern

- Provided guests excellent service and experiences by rotating through several customer-oriented departments
- Trained and led 150 college students in organizing and running programmatic events
- Organized schedules and multi-tasked daily in a fast-paced, dynamic environment
- Collaborated with diverse teams of people to solve problems

Caring Hearts for Children | Fort Worth, TX

October 2015-April 2016

Marketing/Foster Home Developer Intern

- Recruited foster families through social media, church outreach, and community events
- Participated in training sessions for new foster parents

Rock House | Fort Worth, TX

August 2015-April 2016

Social Work Intern

- Supported case management process for clients with intellectual & developmental disabilities
- Led weekly support groups for up to five clients regarding daily living skills, socialization, & behavior support

TCU Marion & P.E. Clark Hall | Fort Worth, TX

August 2013-May 2015

Desk Assistant

- Created welcoming atmosphere for all students in the residence halls
- Maintained Excel spreadsheet of student equipment check-outs and kept track of student room lock-outs
- Arranged desk program each semester to increase student involvement and create a sense of community

VOLUNTEER WORK

Young Life | Fort Worth, TX

March 2013-May 2016

Volunteer Leader

- Provided mentorship to diverse student population at Southwest High School
- Collaborated with team members to plan and prepare activities for students each Monday night

TCU Exodus Retreat | Fort Worth, TX

September 2015

Volunteer Counselor

- Planned activities and discussion content for retreat
- Co-led a group of freshmen & maintained relationships with students throughout the semester

Sample Curriculum and Instruction Resume

[First Name] [Last Name]

2800 S. University | Fort Worth, TX 76129 | (123) 456-7890 | first.last@tcu.edu | linkedin.com/in/firstlast

EDUCATION

Texas Christian University (TCU), Fort Worth, TX

Master of Education in Curriculum and Instruction

May 2021

Concentration in Language and Literacy Instruction

Overall GPA: 4.0

Texas Christian University (TCU), Fort Worth, TX

Bachelor of Science in Early Childhood Education

May 2020

Concentration in ESL/TESOL and Special Education

Overall GPA: 3.588, Major GPA: 3.94

AWARDS & HONORS

Cum Laude Latin Honors

Texas Christian University Academic Scholarship Dean's List, 2 semesters

TCU Scholar (4.0 GPA), 2 semesters

TEACHING CERTIFICATIONS

TEExES Core Subjects EC-6 Certification

Passed: December 2020

TEExES Pedagogy and Professional Responsibilities EC-12 Certification

Passed: October 2019

TEExES English as a Second Language (ESL) Supplemental Certification

Passed: November 2019

TEExES Special Education Supplemental Certification

Passed: December 2019

EC-6 Texas Educator Certification

Passed: December 2020

TEACHING EXPERIENCE

TCU College of Education Graduate Assistant | *Graduate Assistant for Dr. Brandi Quinn*

August 2020-Present

- Attend weekly meetings with professor to discuss assigned research and grading tasks
- Manage and evaluate weekly undergraduate student assignment submissions for a grade
- Support 4-5 undergraduate students in Developmental Psychology of Adolescence (EDMS/SE 30103) zoom break out room discussions
- Research professional development literature to compile at least 5 peer-reviewed Critical Friends Group (CFG) journal articles to generate an abstract for each in order to support future COE program professional development courses and IEG participatory action research
- Learn to support student discussion in an online classroom setting, assist COE professor with class duties each week, and conduct effective teaching strategies through a digital platform

Nancy Neal Elementary School | Mansfield, TX | *4th Grade ELAR Student Teacher*

January – February 2020

- Led whole class, small group, and individual instruction for three classes of 25 students including students within the Gifted and Talented (GT) program and students who receive special services
- Collaborated, conferred, and coached students one-on-one during writing and reading workshop in preparation for the STAAR
- Designed and prepared explicit student-centered lesson plans to foster active participation and creativity in a meaningful way
- Observed veteran mentor teacher facilitate memorable, purposeful, and explicit student-centered instruction
- Attended Admission, Review, and Dismissal (ARD), Individual Education Program (IEP), and Section 504 Plan meetings, parent-teacher conferences, field trips, and professional development workshops with administrative and teacher staff members
- Learned effective teaching strategies to conduct creative, purposeful, TEKS aligned instruction and built strong classroom management skills

Nancy Neal Elementary School | Mansfield, TX | *2nd Grade Student Teacher*

March 2020

- Designed, organized, and led a TEKS aligned interdisciplinary social studies lesson plan for the whole second grade class of 25
- Monitored and provided assistance to students during small group learning center activities
- Supported and connected with students to create a purposeful enhancement of their learning experience within their interests

Westcliff Elementary | Fort Worth, TX | *1st Grade Student Teacher* September-November 2019

- Guided students during daily routines, morning warm-up work, and independent work
- Led single subject lesson plans, read alouds, and administered spelling tests
- Monitored and assisted students through one-on-one instruction such as tutoring students to build independent reading skills
- Learned to implement motivation and management behavioral strategies
- Created an individualized reading lesson plan to target specific areas of need based on collected student data including student spelling inventory, reading assessments, and running records

Starpoint School | Fort Worth, TX | *1st Level Student Teacher* February-April 2019

- Created individualized weekly lesson plans for an assigned student to target student's areas of need, based on collected student data from the teacher, during one-on-one instruction
- Observed 1st level teacher facilitate effective whole class instruction for students who receive special services
- Worked in a small group of three students and their assigned student teacher to teach a 1st grade TEKS aligned social studies and reading lesson
- Designed and executed a mock ARD/IEP meeting for the course final with 3 other student teachers based on collected student data throughout the semester to understand data interpretation and expand special education knowledge

Clifford Davis Elementary | Fort Worth, TX | *Prekindergarten Student Teacher* September-November 2018

- Prepared and taught whole class and small group TEKS aligned reading, writing, social studies, and science lesson plans
- Guided, coached, and celebrated learning accomplishments with students during learning center activities
- Assisted students who identified as emergent bilinguals through individualized instruction such as writing their name, writing numbers and letters, counting, retelling a story, and reading
- Assisted in collecting student data for Behavioral Intervention Plan
- Developed an understanding of the teaching requirements and demands inside and outside of the classroom

CAMPUS & COMMUNITY INVOLVEMENT

Sigma Kappa

Member of Kappa Eta at TCU

August 2016 – May 2020

West Cliff Elementary Volunteer

First Grade Classroom Teacher Aid | Ms. Laura Horne

October-November 2019

Clifford Davis Elementary Volunteer

Prekindergarten Classroom Teacher Aid | Ms. Dora Lawson

October-November 2018

St. John the Apostle Catholic School Volunteer

First Grade Classroom Teacher Aid | Ms. Natalie Miller

June 2012-August 2018

SKILLS

Advanced technology proficiency:

- Kahoot, Google Classroom, Zoom, Digication, Weebly, Wix, S'mores, Classlink, Promethean/Smart Boards, Microsoft Programs, Minecraft Education Edition

Advanced research knowledge and data interpretation proficiency:

- Running records, T-TESS, STAAR REPORT, TELPAS Report, School and District Reports

Advanced writing and revision proficiency

Elementary proficiency in conversational Spanish

Intermediate to advanced proficiency of IEP, ARD, and Progress Monitoring knowledge and interpretation

CERTIFICATIONS

Google Certified Educator

March 2021

Motivation and Management Course

August-December 2019

DOD School Training & Certification | TCU COE Maymester Abroad

May 2019

Waldorf School Training & Certification | TCU COE Maymester Abroad

May 2019

Montessori School Training & Certification | TCU COE Maymester Abroad

May 2019

John Blaney Forest School Training & Certification | TCU COE Maymester Abroad

May 2019

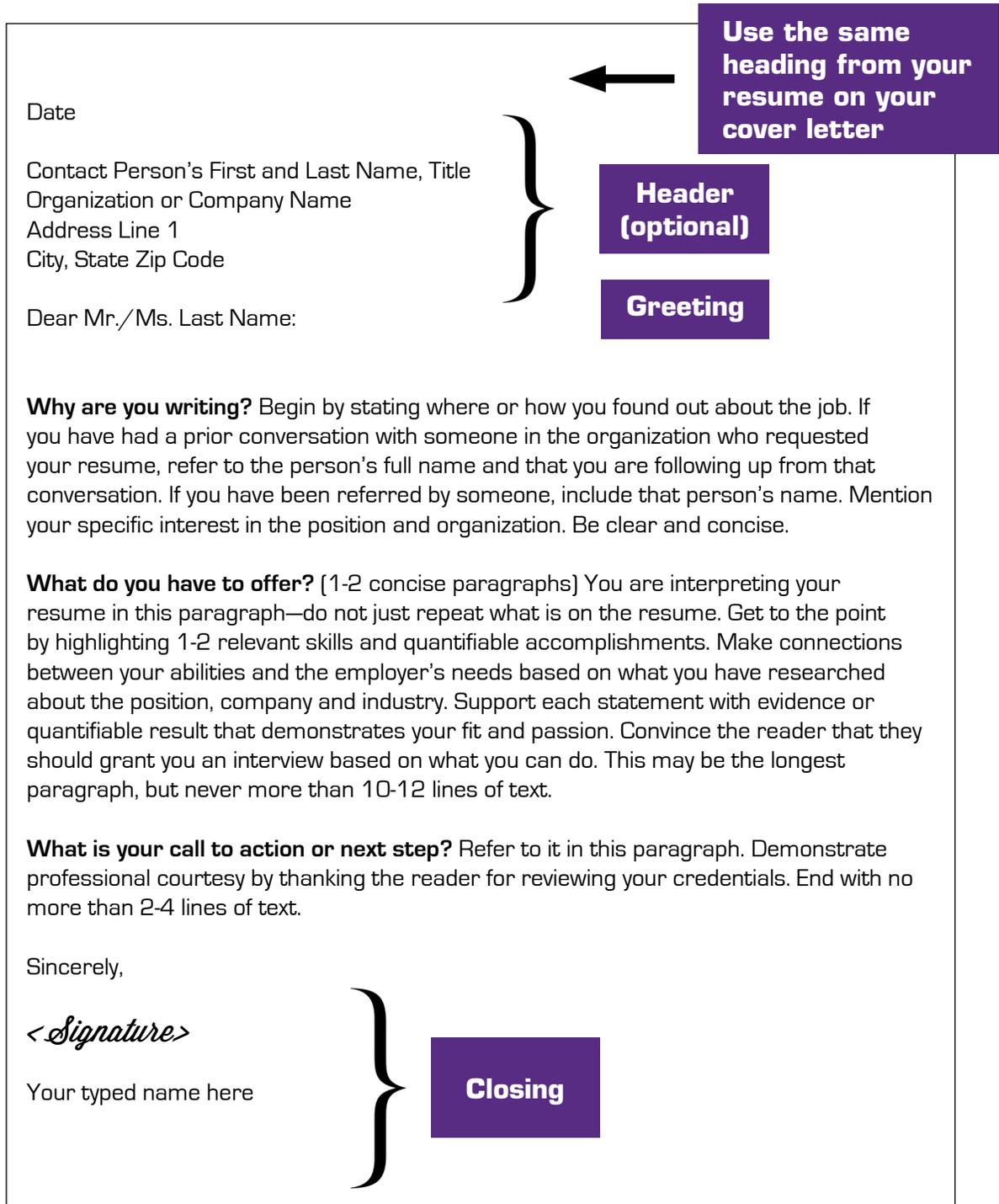
FERPA Training

November 2018

TEA Code of Ethics Training

October 2018

ANATOMY OF A COVER LETTER



QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

A Matching Game

Develop Your Cover Letter Content

Job/Internship Requirements What are the employer's top needs?	You How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, Or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

Sample Reference Sheet

NATALIE R. RODRIGUEZ
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
n.r.rodriguez@tcu.edu

Use the same heading from your resume on your reference sheet

REFERENCES

List 3-5 references on your reference page

Dr. Joseph Smith
Professor
Texas Christian University
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
j.smith@tcu.edu

Include your reference's full name and title

Make sure that contact information is accurate and current

Gabrielle Brown
Volunteer Coordinator
Meals on Wheels
2800 S. University Drive
Fort Worth, TX 76110
817-257-2222
g.brown7@tcu.edu

Tanya Carson
Supervisor
TCU Campus Bookstore
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
tanya.carson@tcu.edu

References are to be listed on a separate page, NOT as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

Center for Career &
Professional Development