RESUME FORMAT

Name
Address
Phone Number and Fax Number

Education

List date of degrees; university/college attended, city/state, degree, and major. Begin with the most recent. Example—

1998   University of Maryland, College Park, Maryland, M.A. (English)

If you have taken additional coursework or trainings, please list these as a subsection of the "Education" section. Example—

Additional Training/Conferences
- 2003–2004 Skillful Teacher Training
- 2001–2002 "Differentiation of Instruction," Office of Enriched and Innovation Instruction

Certification

List all areas of certification.

Work History

Employment history should begin with present position. Note dates, employer, and location. Example—

1998–Present   Montgomery County Public Schools
                      Walt Whitman High School, Bethesda, Maryland
                      English/Journalism Teacher/Newspaper Sponsor

1990–1998   Montgomery County Public Schools
                      Walter Johnson High School, Bethesda, Maryland
                      English/Journalism Teacher

Leadership Experiences

Identify leadership roles and other key roles you have held during your work experience. Include both school and community leadership experiences. Be specific as to your particular role. List dates first, then the leadership position. Example—

2000–Present   Teacher Representative to Parent Teacher Student Association
                                    Executive Board
1995–Present   Member of Local School Leadership Team, Walter Johnson High
                                    School/Walt Whitman High School
1990–Present   Newspaper Sponsor, Walter Johnson High School/
                                    Walt Whitman High School

Professional Organizations

List memberships and your role in professional organizations.

Awards, Achievements, Honors

Identify awards and/or achievements pertaining to your work and/or community-related activities. Example—

2003   National Board Certified Teacher
2002   Outstanding Citizen for Environmental Concerns awarded by Rockville
                    Chamber of Commerce

Publications

List any publications you may have had, including dates and names of journals and article titles.