

Use the following template to construct a one-page resume. Once you have completed your resume, you will upload this file with your Pre-student Teacher application. **It is imperative** that your resume be correct, informative and without errors. This resume will be sent to the cooperating teacher(s) and administrator(s) at your assigned Pre-student Teaching site.

Template for a One-Page PST Resume

Heading: At top, centered, as sample, and be sure to include:

Full name
Mailing address
e-mail address
One phone number (likely cell phone)

Individual sections:

Education

List most recent first.
List all colleges/universities attended
Date (or expected date) of graduation
degree/major
May include study abroad.
May list GPA

Then, list high school (for now, probably not when job hunting).
Include name and location of school, date of graduation

Honors

Include this section only if you have things such as honor societies, Honors Program, awards, scholarships received.

Teaching-related Experience

May use sub-categories such as course-related field experiences, volunteer or community service, employment.
List most recent experiences first (within sub-categories, if you organize it that way).
For each listing name the place where the experience occurred, the dates, and a very brief description of what you did for each experience (such as observations, assisting the teacher, tutoring, etc.)

Other Experience/Activities

May use subcategories such as extracurricular activities, volunteer or community service work, employment.
List most recent experiences first (within sub-categories, if you organize it that way).
For each listing name the place where the experience occurred, the dates, and a very brief description of what you did for each experience/activity. If you had a leadership role, such as an elected office or team captain, be sure to include that information.

Skills/Interests

Optional to include this heading. Consider if items have potential appeal to a school or school district.