**Resume Elements for Education Majors**

**Identification& Contact Information**

• Name (Should be the largest print on the page)

• Address

• Home Phone Number

• Cell Phone Number

• Email Address

**Objective or Professional Profile/Summary of Qualifications**

• Tailor to each position you would be applying

• Be specific, if applying for a specific job

• Keep it general if not applying for a specific job (PreK-3, etc.)

**Education (list most recent degree first)**

• Degree, University, City, State

• Date degree earned or anticipated

• Major, Minor, GPA (optional, only list if above 3.0)

• Licensure/Certification (title, date)

• LicensureTest Information (name of test, passed, date)

• Continuing Education Courses/Workshops (C.R.E.T.E., Child Abuse, etc.)

**Teaching/Professional Experience (list most recent first)**

• Position Title (Student Teacher, Practicum Intern, Substitute Teacher, etc.)

• Name of school & location (city & state)

• Dates of Employment (month, year)

• Describe work responsibilities with action words

**Related Experience/or Work Experience (list most recent first)**

• Position Title (Camp Counselor)

• Name of Organization & location (city, state)

• Dates of Employment

• Describe work responsibilities with action words

**Special Skills**

• List computer programs (i.e., MicrosoftWord, Excel, Peoplesoft, etc.)

• List any foreign language skills and level (fluent, proficient, working knowledge of)

**Affiliation/ProfessionalMemberships/Honors/ Activities**

(You may use all of these, or you may use only use some of them. It depends on your situation.)

• Campus Organizations

• Professional Organizations

• Volunteer Activities

• Fraternity/Sorority

• Scholarships

• Exhibits

• Dean’s List

• Achievement Awards

• Sports Teams

• List any leadership roles, committee participation, event coordination, etc.