

Resume Checklist for Teaching Interns

General Formatting:

- ☐ Font is consistent and in an easy-to-read typeface (Arial, Georgia, Calibri, or Tahoma) and size (10-12 pt.)
- ☐ Verb tense is consistent throughout the document (past tense preferred)
- ☐ Limited to **2 pages maximum** with margins no less than .5"
- ☐ All dates aligned to the right
- ☐ Most recent experiences listed first; avoid anything from high school
- ☐ Consistently use **bold** to highlight section headers, job titles, and/or employers or other important information
- ☐ Free from spelling and grammatical errors
- ☐ Information is accurate, up-to-date, and not repetitive
- ☐ Resume can be **easily skimmed** in less than 15 seconds - remember it is a snapshot of skills and experiences

Contact Information:

- ☐ Include name (bigger font, bold), email, and phone number
- ☐ Email is professional and checked frequently - may want to think about using a non-MSU email

Certification:

- ☐ Written as **Michigan Standard Teaching Certificate** followed by each endorsement earned through the completion of all coursework, MTTC test, and any other state requirements needed
- ☐ Include CPR/First Aid Certifications in this section

Education:

- ☐ Include University, Location, Expected Degree and Graduation Date (month & year)
- ☐ Include completed teaching major(s) and minor(s)
- ☐ Highlight both the completion of teacher certification program (internship year) and bachelor's degree
- ☐ Include the phrase "Completion of 12 graduate level credits" under teacher certification
- ☐ GPA, educational awards or honors, study abroad, and cohort programs may also be included in this section

Experience: Both paid and unpaid, in and out of teaching

- ☐ Include Job Title, Company, City, State, Dates
- ☐ Create short bulleted statements that go beyond listing duties, telling the reader **What** you did, **How** you did it, and the **Outcome** of accomplishments (WHO)
- ☐ Start statements with **action verbs** that demonstrate skills such as problem solving, teamwork, time management, good communication, etc.
- ☐ Avoid vague language (various, many) and acronyms whenever possible
- ☐ **Quantify** information using numbers to indicate how much, how many, or what percentage
- ☐ In addition to jobs, field work, and internships, experiences may include projects, volunteer work, club leadership, study abroad/away, research, or service-learning

Activities/Leadership/Professional Development:

- ☐ List extracurricular activities that show your well-roundedness: teamwork, artistic value, creativity, leadership, interests
- ☐ Highlight leadership positions, special committees, and professional development
- ☐ Include dates involved

Skills: (Technology, language, special training, etc.)

- ☐ Include your level of skill: proficient, basic knowledge, in training
- ☐ Highlight virtual teaching practices and other in-classroom technology skills learned
- ☐ Avoid listing soft-skills that cannot be easily measured (i.e. good communication skills)

Honors/Awards: optional

- ☐ Include professional and/or academic awards, scholarships, and other special honors received

References:

- ☐ Only add to end of resume *if* you have space on second page, otherwise keep in separate document
- ☐ Avoid using the statement "References Available Upon Request"
- ☐ Include three to five references (faculty, supervisor, mentor, etc.) with appropriate contact information