**(GVSU Teacher Resume Template – updated July 2024)**

**Name**

Address

Phone Number

GVSU Student Email Address

**OBJECTIVE:** (Must be specific to Teacher Apprenticeship or Teacher Internship. Remember that this is an objective to teacher apprentice/intern in an elementary classroom, secondary classroom, special education, etc... **Do not include specific grade level or subject area details.**) Examples:

To teacher apprentice in an elementary classroom.

To teacher intern in a secondary classroom.

To work as a special education teacher intern.

**EDUCATION:**

List any/all colleges you have attended with the **dates attended**, **degrees earned**, or **anticipated degree and date of completion**. List the most recent first. Example:

Bachelor of (Arts or Science)

2022-Present

Grand Valley State University, Allendale, Michigan

Major:

2nd Major: (Education, Educational Studies or Special Education)

Minor: (if applicable)

**RELATED EXPERIENCE:**

List the most recent experience first that relates to teaching/education. Example:

Teacher Apprenticeship, 4th Grade

August 2023-December 2023

East Leonard Elementary School, Grand Rapids Public Schools

* Developed and presented lesson plans
* Learned classroom management strategies
* Attended Parent-Teachers Conferences
* Etc.

Summer Camp Counselor

June 2023-August 2023

Camp Geneva

* Insert job description
* Etc.

Math Tutor

January 2023-April 2023

Kentwood, MI

* Insert job description
* Etc.

After School Program Volunteer

September 2022-October 2022

Kentwood, MI

* Insert job description
* Etc.

**WORK EXPERIENCE:**

List the most recent work experience first. Example:

Job Title

Date: (From-To)

Location

* Insert job description
* Etc.

Job Title

Date: (From-To)

Location

* Insert job description
* Etc.

**HOBBIES/INTERESTS:**

Provide some personal information that helps the reader to know who you are as a person.

**REFERENCES:**

Have at least 3 references. Provide **name**, **title of person**, **company name**, **phone number**, and **e-mail address**. Format all centered, or all aligned to the left. CHOOSE ONE to follow Examples:

Jane Doe

Director of Educational Services

Educational Success Center

(123) 456-7890

[doej@esc.edu](mailto:doej@esc.edu)

Sam Smith

Math Teacher

Springfield High School

555-456-7890

[smiths@shs.edu](mailto:smiths@shs.edu)

**Notes:**

* Remember, your resume is your best marketing tool, make it perfect! Take the time to read carefully for spelling errors and formatting inconsistencies. Check that line spacing is consistent throughout. Make sure you remove all headers and notations from the template that were meant to guide you in developing your resume.
* Avoid splitting up an item between two pages, such as a list of accomplishments for one job/experience.
* Before submitting, read carefully. Remove all language that is part of the template and not for use in your resume. Remove everything that is highlighted in yellow because it doesn’t belong in your final resume.

**The GVSU Career Center is available to support you in developing a high-quality resume:** [**https://www.gvsu.edu/careers/resume-guide-178.htm**](https://www.gvsu.edu/careers/resume-guide-178.htm)**. Schedule an appointment with the Career Center: (616) 331-3311**