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# Resume Success Kit

A practical guide for education professionals



# The Education Resume Blueprint

A school hiring team should be able to find your role, credentials and relevant experience without searching for them.

1

### 01 Name, contact and target role

Use a professional email address, city and state, and an accurate target title. A full street address is unnecessary.

2

### 02 Credential and professional summary

Show your certification or license, issuing state and status. Follow with 2-3 sentences describing relevant experience, setting and strengths.

3

### 03 School-based experience

For each related role, list the job title, employer, dates and meaningful contributions. Include grade bands or school settings when they help explain your fit.

4

### 04 Education and relevant training

List degrees, endorsements and required certifications. Add training in relevant practices or tools only when the employer would value it.

5

### 05 Role-specific skills

Choose skills backed by experience: IEP implementation, AAC, assessment, behavior support, differentiated instruction or other relevant school-based work.

**WHAT SHOULD STAND OUT FIRST?**

The target position, the credential required for that role, and evidence you can work in the school setting or grade band being hired for.

# Keep What Matters. Cut the Rest.

Your resume is not your full employment history. The goal is to make the strongest case for the school-based role you want.

1

### KEEP: Experience that proves your fit

Highlight student teaching, school employment, practicum or clinical placements, instruction, evaluations, family communication and collaboration. Be precise about the work you did.

2

### TRIM: Unrelated employment

Once you have substantial relevant experience, shorten or omit unrelated jobs that push stronger qualifications off page one. Keep a full history for applications that request it.

3

### EXCEPTION: New graduates and career changers

Include student teaching, supervised fieldwork, internships, coursework projects and transferable work when paid school experience is limited. Connect each entry to a school responsibility.

## A 3-STEP WAY TO TAILOR YOUR RESUME

1. Highlight five actual requirements in the posting, such as a state credential, grade band, IEP experience or bilingual proficiency.
2. Find supporting evidence in your own work, training or placements.
3. Move the strongest evidence into your summary and relevant experience section. Use the posting's terms only when truthful.

### A GOOD RULE

A second page is fine when it contains substantial, related experience. Do not fill extra space with jobs that distract from your qualifications.

# Write a Summary With Substance

Lead with what you are qualified to do in schools, not an adjective about how passionate or hardworking you are.

### THE 3-PART FORMULA

Role or credential + grades, school setting or population + methods or expertise you can demonstrate.

1

### SPECIAL EDUCATION TEACHER

State-certified special education teacher with experience supporting grades 3-5 in inclusive and resource settings. Skilled in IEP implementation, differentiated instruction and progress monitoring. Collaborates with general educators and related-service teams.

2

### SCHOOL-BASED SLP

Speech-language pathologist with school-based experience providing individual and small-group services, documenting progress toward IEP goals and collaborating with teachers and families on student communication needs.

3

### NEW EDUCATION GRADUATE

Recent education graduate with student-teaching experience in grades 4-5. Planned differentiated lessons, used formative assessments and worked with mentor teachers to support classroom instruction.

### AVOID A GENERIC OPENING

Weak: "Passionate educator looking for an exciting opportunity."
Stronger: "Elementary teacher with experience planning standards-aligned lessons, using formative assessment data and supporting students with varied learning needs."

*Examples are illustrative. Replace every role, grade band, credential and skill with information that accurately describes you.*

# Turn Job Duties Into Evidence

Strong experience bullets describe what you did and how you did it. Use outcomes or numbers only when you can substantiate them.

### USE THIS FORMULA

Strong action verb + specific work + method or tool + documented result (when available).

### SPECIAL EDUCATION

BEFORE Responsible for monitoring student progress.

BETTER Tracked progress toward IEP goals using weekly work samples and adjusted small-group instruction based on the data.

### SPEECH-LANGUAGE PATHOLOGY

BEFORE Provided therapy services.

BETTER Delivered individual and small-group language sessions aligned to IEP objectives and documented progress for team reviews.

### PARAPROFESSIONAL / RBT

BEFORE Helped students with behavior.

BETTER Recorded target behaviors and implemented approved reinforcement strategies in collaboration with the supervising educator or clinician.

### GENERAL EDUCATION TEACHER

BEFORE Taught reading lessons.

BETTER Used formative reading assessments to group students for targeted instruction and adjust subsequent lessons.

Use numbers responsibly: Grades taught, service frequency, caseload size and verified outcomes may add context. Do not invent growth percentages, compliance rates or student results.

# Make Your Resume Easy to Read

Applicant tracking systems vary by employer. Make your resume understandable to both software and human reviewers.

1

### 01 Use recognizable section titles

Professional Summary, Certifications or Licensure, Relevant Experience, Education, and Skills are easy for readers to recognize.

2

### 02 Keep the submission layout simple

Use one column and selectable text. Avoid placing credentials, job dates or important information inside graphics and complicated tables.

3

### 03 Match terminology honestly

If a posting specifies progress monitoring, AAC, behavior intervention or a particular credential, use those terms only if they accurately describe your background.

4

### 04 Make credentials unmistakable

Name your actual certificate or license, state and status. Check that your work history and degree information use consistent dates and titles.

5

### 05 Test the upload, not just the appearance

Follow the employer's requested format. When accepted, use a text-selectable PDF or DOCX; copy and paste text to check reading order, then review any auto-filled application fields.

**IMPORTANT DISTINCTION**

This guide can be colorful. The actual resume you submit should be clean, simple and easy to extract as text.

# Use AI as Your Resume Editor

AI can help you review clarity and alignment, but it must not create a credential, clinical responsibility or student outcome you never had.

1

### STEP 1 Remove private information

Redact personal contact information and never paste identifiable student details, IEP records or confidential district documents.

2

### STEP 2 Provide the right context

Share a redacted copy of your resume alongside the full job posting. Ask for a comparison, not an invented replacement.

3

### STEP 3 Verify every proposed change

Check license names, state, grade bands, dates, titles, service methods and claims of impact before using any revision.

### COPY + PASTE: EDUCATION RESUME REVIEW PROMPT

Act as a school-based education recruiter. Review my redacted resume against the job posting below.

1. Identify the five most important qualifications in the posting, and show which are supported by my resume.
2. Suggest a stronger summary and up to four experience bullets, using only facts already provided.
3. Point out unrelated experience to shorten and missing role-specific details I should verify and consider adding.
4. Flag confusing formatting or terms that may be hard to read in an ATS.

Do not invent credentials, grade levels, caseloads, student outcomes, dates or responsibilities.
Resume: [paste redacted resume] Job posting: [paste posting]

### FINAL HUMAN REVIEW

AI suggestions are drafts. You remain responsible for every fact you submit to a school or district.

# The Resume, Put Together

Fictional example for a school-based position. Notice how the strongest qualifications are visible early and every section serves a purpose.

## JORDAN SAMPLE

**SPECIAL EDUCATION TEACHER**

City, ST | educator@example.com | 555-000-0000

### PROFESSIONAL SUMMARY

Special education teacher with experience delivering differentiated instruction in elementary resource settings, implementing IEPs and using progress data to plan supports.

### CERTIFICATIONS

State teaching certificate | Special Education endorsement
Issuing state: [State] | Status: [Accurate current status]

### RELEVANT EXPERIENCE

Special Education Teacher | School / District
[Month Year] - [Month Year] | Grades 3-5

• Planned and delivered differentiated lessons aligned to student learning goals.
• Tracked IEP progress using classroom performance data.
• Collaborated with general educators and related-service teams on instructional supports.

### EDUCATION

Bachelor's Degree in [Field] | [University]
[Graduation year]

### ROLE-RELEVANT SKILLS

IEP implementation • Progress monitoring
Differentiated instruction • Team collaboration

*Sample only. Replace all placeholders and examples with your accurate history.*

## WHY THIS WORKS

- **TARGET ROLE**
  The school can immediately see the intended position.
- **CERTIFICATION**
  State, endorsement and status are easy to verify.
- **GRADE BAND**
  Relevant ages or grades appear with actual work.
- **SPECIFIC BULLETS**
  Methods and responsibilities are clearer than generic duties.
- **NO EXTRA JOBS**
  Unrelated work does not crowd the evidence.
- **CLEAN FORMAT**
  Simple headings and one-column resume content.

# Your Final Application Check

Use this page before every school or district application. It is meant to catch costly omissions, not repeat the entire guide.

## MATCH THE POSITION

- [ ] The job title and most relevant qualifications are easy to locate.
- [ ] My credential or license, issuing state and current status are correct.
- [ ] I included relevant grades, school settings and specialized services when useful.

## CHECK THE CONTENT

- [ ] Every employment date, responsibility and claim is accurate.
- [ ] My most relevant experience appears before unrelated work.
- [ ] My examples contain no identifiable student or confidential school information.

## CHECK THE APPLICATION

- [ ] I followed the district's file instructions and reviewed uploaded or auto-filled fields.
- [ ] The resume text is readable, my contact details work, and spelling is correct.
- [ ] I have the documents the employer actually requests, if applicable.

**Keep a master resume. Tailor a copy for each application.**

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