

Resume tips for education students

Career objective

Make sure you include a statement about your goals - tailor comments to the specific job. For example, you might say: "I seek to build on my studies in primary education to develop a career as a classroom teacher with a particular interest in literacy."

Education

Draw attention to any majors relevant to the job, as well as listing your methods.

Professional association memberships

Include memberships of professional associations relevant to the job. If you aren't a member of a Professional Association, it may pay to consider joining one to add value to your resume, as well as providing you with a networking resource.

Key selection criteria and skills

Remember to address the key selection criteria given by employers as well as any specific skills, knowledge and qualities mentioned in advertisements. These should become the skills that you detail in your resume. For example, if an advertisement states that the successful applicant should have sound research skills, your resume may look like this in part:

Research

- Achieved distinctions for Social Research (Quantitative) in degree.
- Specialised knowledge and skills for education include communication, creativity, numerical, interpersonal, team work, technology.
- Conducted a major project in child psychology during my Bachelor degree on (provide details of 'a relevant project')
- Developed a good understanding of (examples relevant to the field/position) through extensive reading and gathering data.

Communication skills are most important. Make sure you have at least one example for oral and one for written. Think of examples from work; university tasks and activities; and extra-curricular interests and involvements. Using the past tense is helpful - focusing on what you have done in the past gives the employer a good indication of what you can do for them in the future.

Examples of strong communication verbs include: Wrote, presented, delivered, reported, discussed, liaised, negotiated, provided feedback, moderated, mediated, explained, summarized, interpreted, advised, chaired. For a teaching role, show how you can effectively communicate with students, colleagues and parents:

- Prepared relevant, informative and engaging class materials
- Discussed and established students' learning styles
- Provided timely and constructive feedback to students about work
- Advised parents of school's discipline policy
- Explained concepts in various ways to cater for different learning styles
- Presented oral reports to/ prepared written reports for colleagues on professional development project
- Researched and produced teaching materials
- Chaired key learning area meetings
- Summarised the activities of the middle school charity committee

In your resume, your skills section might look like this:

SKILLS

Communication

- Prepared relevant, informative and engaging class materials
- Prepared and presented oral reports to colleagues on professional development project
- Advised parents of school's discipline policy

Technology

- Designed a ... system to record all student assessment
- Used Excel to produce KLA reports
- Developed proficiency in Microsoft Word during school and university studies
- Designed and authored a website for grade 4 at Belleview Primary School

Creativity

- Designed interesting classes with a variety of activities
- Developed links with sister school in Perth as part of literacy program
- Successfully suggested original ways of addressing bullying which have been adopted by Belleview Primary School

Analytical

- Evaluated new materials used in the teaching of maths at grade 6 level Numerical
- Monitored progress of reading recovery students over several months
- Analysed the factors contributing to bullying amongst primary students
- Handled cash and cheque reconciliations as part-time teller at National Australia bank during university studies.
- Developed budgeting system for social service committee
- Calculated actual costs for school end of year production

Interpersonal

- Established rapport and respectful relationships with students by ...
- Supported students' self-expression and creativity through establishing nurturing environment OR Nurtured students' self expression through....
- Negotiated classroom rules with students to establish cooperation and collaboration
- Resolved conflicts between students by...

To demonstrate each point, provide a brief example giving details from a real situation. For example: "Resolved conflicts between Year 9 boys effectively at Sunnyside High School by applying time-out principles."

Referees

Make sure they are relevant to the position you are applying for. Someone who has observed you teach is preferable. You might also ask an academic who knows your work well, or an officer from a relevant Professional Association of which you are a member.