

Effective Resumes and Cover Letters for Education Majors

Presenter: Heather Morens

Overview

1. Career Development - What We Do
2. Resumes
3. Cover Letters
4. Resume Review Process

Career Development - What We Do

Major advisement

Career planning

Internship and job search strategies

- Resume, cover letter, networking, interviewing, LinkedIn
- GOLD workshops
- Job fairs, on-campus recruitment
- Handshake

Graduate school

Let's Discuss: Resumes

1. What makes an effective resume?
2. Why is an effective resume so hard to write?
3. What types of information should you include on a resume?
4. What resume advice have you heard in the past?
5. What questions do you have about resumes?

Effective Resumes:

1. Differentiates you and persuasively articulates your skills via carefully crafted bullets. Start each bullet with an action verb and focus on results and specific supporting details.
2. Customized to the opportunity/program/industry/job/overall goal- based on your RESEARCH (program, position, job description, company, industry) - focus on information that is most recent and relevant to the goal of your document
3. Creates a favorable impression by being well organized and error free!

*Please note: this is a evolving document – requiring updates

Employers are seeking these skills:

**Critical Thinking/
Problem Solving**

**Oral/Written
Communications**

**Teamwork/
Collaboration**

Digital Technology

Leadership

**Professionalism/
Work Ethic**

Career Management

**Global/
Intercultural Fluency**

JANE SMITH

New York, NY 12345

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www.linkedin.com/in/jane-smith

Certification

Candidate for New York State Initial Certification in Adolescence Education, Spanish, Grades 7-12

Education

State University of New York at Geneseo, Geneseo, NY

Expected: May 20XX

Bachelor of Arts in Spanish (GPA: 3.80); Minor: Psychology

Study Abroad: Universidad de Cádiz, Cádiz, Spain (Summer 20XX)

Teaching Experience

Palmyra Macedon Central School District, Macedon, NY

Fall 20XX

Grade 10 Spanish, Palmyra Macedon High School (Practicum)

- Created and taught mini unit on influential Hispanic artists to promote rich cultural discussions in the classroom
- Implemented 10 minute conversation corner at the beginning of each class to encourage regular speaking practice
- Evaluated student performance on weekly writing assignments using tailored rubric
- Participated in biweekly Foreign Language team meetings

Brockport Central School District, Brockport, NY

Spring 20XX

Grade 7 Spanish, A.D. Oliver Middle School (Observation)

- Guided students with in-class speaking and listening activities to expand Spanish vocabulary
- Tutored a student with ADHD one-on-one with Spanish reading comprehension

Community Involvement

Project, Together, Geneseo, NY

Fall 20XX - Present

Tutor

- Work one-on-one with members of the local Spanish-speaking community to improve their proficiency in English
- Plan and participate in monthly cultural events in conjunction with Global House and program members to build lasting connections between the community and the campus

Languages: Spanish (Fluent), French (Intermediate)

Contact Information

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New York, NY 12345

Cell Phone: 123-456-7891 E-Mail: JaneSmith@gmail.com

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Cynthia Redmond

cynthia.redmond@gmail.com

Present Address: until May 20XX

100 Center Street

Apt. 3

Geneseo, NY 14454

Permanent Address

56 Kinney Court

Syracuse, NY 13206

315-000-1212

Jacob Jones

150 North Main Street • Batavia, NY 14020 • (585) 123-7890 • jacob.jones@gmail.com

Certification Area(s)

Examples:

Candidate for New York State Initial Certification in Adolescence Education, Spanish, Grades 7-12

Candidate for New York State Initial Certification in Early Childhood Education (Birth-Grade 2) and Childhood Education (Grades 1-6)

New York State Initial Certification in Childhood and Special Education, Grades 1-6

Eventually:

Professional Certification in Adolescence Education, Biology, Grades 7-12

Multiple Certification Areas:

If you have certifications in multiple areas - list them on your resume in order of relevance to the position you are applying for - consider which certification you want the employer to see first!

Education

Education

State University of New York at Geneseo, Geneseo, NY

Expected: May 2020

Bachelor of Arts in Spanish, GPA: 3.83

Minor: Psychology

Honors: Golden Key Honor Society, Dean's List (Fall 2017-Spring 2019)

Education

State University of New York at Geneseo, Geneseo, NY

Expected: May 2020

Bachelor of Science in Education: Early Childhood and Childhood Education

Concentration: Environmental Studies

Major GPA: 3.62

Onondaga Community College, Syracuse, NY

September 2016 - May 2018

Associate of Arts, Liberal Arts & Sciences: Childhood Education

- School Name
- Degree
- Date of Graduation
- Other Considerations:

GPA

Accreditation

Honors

Study Abroad

Awards

Experience Section

- Organize using category headings to highlight most relevant experiences
- Reverse chronological order within each category
- Include: Name of organization, location - city and state, position title, dates
- Bulletpoints → heart of the resume!
 - Use of action verbs Career Development Action Verbs
 - Does it reflect the skills and experiences requested? (* See opportunity/job description)
 - Is it results driven?
 - Consider order of bullets
 - Past versus present tense
 - Use jargon of your field (i.e. differentiated instruction, IEP, inclusion, common core, etc.)
 - Focus on transferable skills when experience may not be as relevant (i.e. supervision, training, customer service, etc.)

Possible Category Headings

- Teaching Experience
- Related Experience
- Research
- Class Projects
- Internships
- Professional Experience
- Work History
- Community Involvement
- Coaching Experience
- Campus Leadership
- Conferences and Publications
- Professional Development or Training
- Honors and Awards
- Associations/Affiliations
- Additional Experience
- Travel
- Skills (i.e. language, technology, etc.)

Samples

- Designed three differentiated learning stations in a workshop-based model for language arts and math
- Guided students with in-class speaking and listening activities to expand Spanish vocabulary
- Created and taught mini unit on influential Hispanic artists to promote rich cultural discussions in the classroom
- Used points-based behavior management system to redirect off-task student behaviors
- Wrote Individualized Education Programs and assessed student progress toward their learning goals
- Arranged class field trip to the Rochester Museum and Science Center Planetarium to coincide with science unit on the sun, moon, stars, and planets
- Promoted from counselor to camp director after one summer

Campus Involvement/Volunteer Activity Examples

Phi Kappa Chi Fraternity, Geneseo, NY (August 2017 - Present)

Treasurer and Member

- Elected Treasurer by peers to manage the financials and a \$5,250 annual budget for 75 members.
- Participated in 5 fundraising events that benefited local charities raising \$3,000 overall.

SUNY Geneseo Women's Varsity Lacrosse Team – 2017 to 2019

- Honored as *SUNYAC Rookie of the Year* in 2017, selected by the league coaches, based on game statistics, teamwork, and leadership on the field.

Geneseo Recognizing Excellence, Achievement & Talent (GREAT) Day, Geneseo, NY (April 2019)

- Presented various research papers to the campus community including a paper on *Developing Curricular Modifications for Students with Significant Disabilities in General Education*

Skills

LANGUAGE SKILLS:

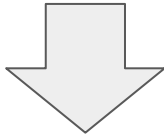
Spanish (Fluent), French (Intermediate)

TECHNOLOGY SKILLS:

Microsoft (Word, Excel, PowerPoint), Google Classroom, Smart Board, Aimsweb, Virtual Reality, Insertlearning, ClassDojo, Remind, website and digital video creation

Practice Crafting Bullets:

1. List out a bullet point - What did you do? What did you accomplish?



2. Edit and Evaluate:

- A. Did you start with an Action Verb?

- B. Can you further quantify the text?

Ex. add number of campers, ages, percentage success, reflect on compliments you received?

Ex. "Mediated 100s of conflicts ... and received multiple compliments from all.

Ex. "*Led to a 10% increase in test scores*"

- C. Does the bullet showcase a skill? (*Refer to opportunity/job description)

Final Tips:

- Meet with Career Development - 1:1 coaching offers high return! May meet with CD Interns or professionals. Appointments and drop-in times are available.
- Edit and customize the resume for the position/industry.
- Use a header indicating your name/page number when longer than 1 page.
- Generally templates are not suggested as the font is difficult to read.
- Be consistent with your formatting.
- Consider the format (Word or PDF) when emailing.
- LinkedIn and Handshake profiles are equally as valuable!
- Career Development online resources:
 - https://www.geneseo.edu/career_development/resumes

Cover Letters

- Intent to showcase your suitability to the opening - genuine interest.
- Tailored to school district, or position!
- Employer-focused

- 4 paragraphs:

- Opening
 - How did you hear about the opening? Express interest in position
- Why them?
 - Research the district
- Why you?
 - Matches your qualifications with their needs
 - Demonstrates skills/personal attributes
 - What makes you an effective educator?
- Closing
 - Summary of why you are a good fit
 - Contact information and express gratitude for the consideration

- Career Development online resources:

https://www.geneseo.edu/career_development/coverletters

Types of Cover Letters

- **Letter of Application** - This is written when you are applying for a specific position that you definitely know is open within that organization.
- **Letter of Inquiry** - This is written when you are contacting a district to inquire about possible openings when you are unsure of availabilities.
- **Letter of Referral** - This is when someone has suggested that you write the letter and agrees to you using their name in the letter. Both letters of application and inquiry can be written as a letter of referral when appropriate.

Examples

- **Application** - I am writing in response to the posting for a Biology teacher on the Albion Central School District website.
- **Inquiry** - I am writing to inquire about any special education teaching opportunities that may be available in your district for the school year beginning in fall 2020.
- **Referral** - I was informed of your employment opportunities through Geneseo's Elementary Principal, Kelly Sattora.

Resume Review Process

During their assigned week, students can meet with one of the professional staff (Rob DiCarlo, Heather Morens, or Jessie Stack Lombardo) during **professional drop-in hours** scheduled for the following times:

Mondays 1:00 - 3:00 p.m.

Wednesdays 1:00 - 3:00 p.m.

Thursdays 11:00 a.m. - 1:00 p.m.

Last Names Beginning with A-G (February 12-18)

Last Names Beginning with H-M (February 19 - 25)

Last Names Beginning with N-S (February 26 - March 3)

Last Names Beginning with T-Z (March 4 - 10)

Additional Resources:

Visit our website (https://www.geneseo.edu/career_development)

- Resume/Cover Letter Resources
- Drop-In Hour Schedule
- Graduate School Preparation Resources
- And More!

Office hours

Erwin 116

Monday-Friday: 8am-4:00pm

Drop-in hours

Visit Career Development website for times

Appt. with **Career Development:**

Call # 245-5721



Questions?

