
Comparing Apples to Apples: Preparing Your Resume & Portfolio for the Interview Process

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What is a resume?

- A **personal advertisement** that highlights your skills, experience, and knowledge.
- A document sent to employers for the **purpose of securing an interview.**



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Education Employers are looking for...

- Communication Skills – Verbal, Interpersonal, and Written
- Teaching experience
- Unique knowledge & skills (i.e. subject expertise, instructional technology, travel, prior professional experience)
- Portfolio with clear evidence of effective teaching
- Honors, awards, and recognition for teaching, scholarship, creativity, or community service
- Strong references and/or letters of recommendation
- Additional endorsements
- High GPA

» Based on AAEE *Job Search Handbook 2012*



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A Good Resume =

CONTENT

(The type of information you choose to put on your resume)



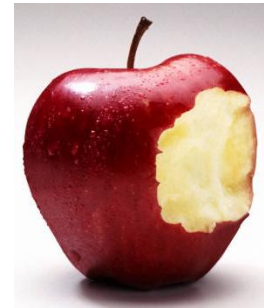
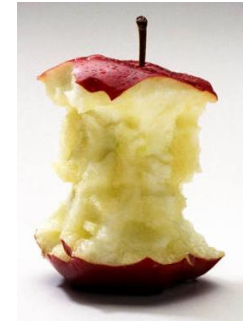
FORMAT

(The way you arrange the content)



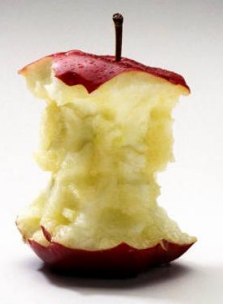
APPEARANCE

(How the content and format is arranged aesthetically)



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+ Content

1. Introduction
2. Education
3. Experience
4. References



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Contact Information

Name

Email Address

Phone

Mailing Address

Social Networking

Google/Internet Search



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Content

Objective

It's like the thesis.

Do...

- Focus on how you benefit the employer/school district
 - Should be student-focused, not instructor-focused

Consider including the following information:

- Your licensure area (e.g. elementary education).
- Position desired and name of school or school district (e.g. second-grade teaching position with Pleasant Valley Elementary, sixth-grade teaching position in Harrisonburg City Schools).
- Skills, knowledge or experience offered (e.g. planning skills, knowledge of educational technology, coaching experience, Spanish fluency).



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Content

Objective Samples

To obtain a full-time history teaching position.

Seeking a secondary education position in order to facilitate student learning in the areas of politics and history within Rockingham County Public Schools



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Content

Objective Samples

To obtain a middle education position within Fairfax County Public Schools.

To obtain a middle education position within Fairfax County Public Schools, utilizing instructional technology skills and Spanish fluency.



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Content

Education

- College(s)/Universit(ies)
- Degree(s) Earned,
- Major(s) and Minor(s)
- G.P.A.
- Relevant Coursework
- Licensure & Endorsements
- Academic Honors
- Scholarships & Fellowships
- Study Abroad Experience
- Other Skills (e.g. Language, Computer)



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Content

Experience

- Student Teaching
- Practicum
- Class Projects
- Employment
- Student Organizations
- Leadership Positions
- Volunteer Projects
- Extern/Internships
- Conferences Attended
- Professional Affiliations
- Research
- Committees
- Community Service



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High School?

Content

Experience

Describing

Who?

→ Employer; School District; Organization; Journal Title

What?

→ Job/Practicum Position; Description of Experience;
Presentation Title

Where?

→ Location – City, State (if applicable)

When?

→ Specific Date; Range of Dates; Publication Date



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Content

Experience

Samples

Practicum Student, 1/2010 – 3/2010

John Wayland Elementary, Bridgewater, VA



John Wayland Elementary, Bridgewater, VA

Practicum Student, 1/2010 – 3/2010



Volunteer, 9/2009 – 12/2009



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Content

Experience

Describing

Action Verbs:

- Verb Tense (past, present, or both)
- Utilize Action Verbs from Job Descriptions



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Content

Job Posting

- Develop and maintain positive and cooperative interactions and communication with school staff, clients, and the community.
- Prepare lesson plans that reflect a logical sequence of learning objectives and activities and meet the individual needs, interests, and abilities of the students.
- Create and maintain a classroom environment that promotes self-esteem and is conducive to effective teaching and learning.
- Use a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and the needs and abilities of the students.
- Monitor and assess student progress and adjust instruction accordingly.
- Communicate student academic and behavioral progress to parents.
- Establish standards of classroom conduct and administer them in a fair, equitable, and consistent manner.
- Keep accurate records and provide them for school district use and file required reports on a timely basis.



Job Posting

- **Develop** and maintain positive and **cooperative interactions** and communication with school staff, clients, and the community.
- **Prepare lesson plans** that reflect a logical sequence of **learning objectives** and activities and meet the **individual needs**, interests, and abilities of the students.
- **Create** and maintain a **classroom environment** that promotes self-esteem and is conducive to effective teaching and learning.
- Use a variety of **instructional strategies** and materials that are appropriate for the stated **instructional objectives** and the needs and abilities of the students.
- **Monitor** and **assess** student progress and **adjust instruction** accordingly.
- **Communicate** student academic and behavioral progress to **parents**.
- **Establish standards of classroom conduct** and administer them in a fair, equitable, and consistent manner.
- **Keep accurate records** and provide them for school district use and file required reports on a timely basis.



Experience

Describing

Action Verbs:

- Verb Tense (past, present, or both)
- Pull from Job Descriptions
- [CAP website – Action Verbs](#)
- Do not repeat action verbs

Descriptions:

- Quantifiable
- Descriptive (type of school / institution; age / grade level)
- Concise (avoid one or two word hangovers)
- No spelling or grammar mistakes



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Content

Experience Describing

Questions to Ask Yourself

1. What did I do?
2. Why did I do it?
3. How did I do it?
4. What were the results of what I did?
5. What did I learn, observe, develop, etc.?

**Preparation for the interview!*



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Content

Bullet Samples

Robert E. Lee High School, Staunton, VA

Practicum Student, 8/2010-12/2010

- Created English lesson plans.
- Created and edited an original video about the history of London and Shakespeare.
- Coordinated lesson plan and bulletin board introducing Hamlet.
- Developed tutorial activities for 9th grade students based on individual learning styles.
- Served as a resource specialist for student research in AP English 12.



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Content

Bullet Samples

Student Teacher, Fifth Grade, Clymore Elementary

Fort Defiance, VA, March 2009 – May 2009

- Taught unit to reading group.
- Created and taught a multidisciplinary unit for a high ability reading group.
- Taught differentiated lessons in grammar.
- Engaged students in hands-on science lessons, utilizing technology and SMARTBoard.
- Applied Bloom's Taxonomy to questioning and assessments.
- Developed a personal organization system for complex scheduling.
- Supervised 28 students on a field trip to Blackfriar's Playhouse in Staunton, VA.



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Content

Bullet Samples

Peer Writing Tutor August 2008 – December 2010

First Year Involvement Writing Center, JMU

- Tutored peers with academic writing.
- Provided one-on-one support for university students seeking assistance with academic writing.
- Instructed group and one-on-one session on effective study habits and research and writing skills.
- Adapted instructional approach to meet the needs of diverse students, including ELL and LD.



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Bullet Samples

Lifeguard, May-August 2008, 2009, 2010

Oak Ridge Country Club, DeKalb, IL

- Maintained safe environment for pool patrons.
- Assisted in the daily maintenance and safety of the pool facility.
- Taught children, ages 4-10, fundamentals of swimming and water safety.
- Developed and managed a daily sports camp for 10 children.
- Participated in skill clinics with co-workers to improve teamwork and communication.



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Content

Reference Page

1. Name
2. Title
3. Employer
4. Work Contact Information (email, phone, address)
5. Relationship



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Variety of References
Only Professional References

Content

Final Thoughts on Content

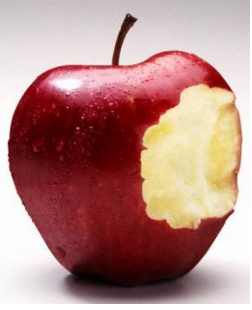
- Avoid Acronyms
- Reverse Chronological Order
- Be Honest – Don't Exaggerate; Don't Be Modest
- List **Relevant** Content – Don't list everything...
 - What is your most relevant and timely experience?
- Adjust Content Based on Position
 - One page or two?



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Content



+ Format

1. Organization Headings
2. Format Styles



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Organization Headings

Title Examples

“Traditional”

- Education
- Professional Experience
- Activities
- Honors & Awards
- Relevant Coursework
- Skills

Tailored - Highlighting

- Teaching Experience
- Related Experience
- Community Involvement
- Volunteer Experience
- Academic Recognition
- Technology Skills
- Additional Certifications



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Format

Format Styles

1. Chronological



Format Styles

Chronological Example

DOLLEY D. MADISON

Current Address: Alumnae Hall, MSC 7608 • Harrisonburg, VA 22807 • (540) 568-6868 • madisodd@jmu.edu
Permanent Address: 16120 Chiswell Lane • Beaverdam, VA 23015 • (804) 227-3500

OBJECTIVE	Seeking a position in the health service administration field utilizing demonstrated interpersonal skills and health-related experience
EDUCATION	James Madison University, Harrisonburg, VA Bachelor of Science, Health Service Administration, May 2003 Minor: Human Resource Development Overall GPA: 3.3; Major GPA: 3.7 • International Association of Business Communicators
RELEVANT COURSEWORK	<ul style="list-style-type: none"> • Values in Health Care • U.S. Health Care Systems • Health Politics & Policy • Social Gerontology • Financial Accounting • Managed Care • Long Term Care Organization and Administration
WORK EXPERIENCE	<p>Owens & Minor, Corporate Communications & Human Resources, Glen Allen, VA <i>Undergraduate Intern for Organizational Development, 06/02 – 08/02</i></p> <ul style="list-style-type: none"> • Coordinated projects such as attendance awards, service awards, and blood drive • Gathered information for Office of Federal Contract Compliance Programs audit • Interview and evaluate potential teammates <p>James Madison University, Admissions Office, Harrisonburg, VA <i>Tour Guide, 06/01 – 08/01</i></p> <ul style="list-style-type: none"> • Facilitated campus tours to prospective students • Filed and mailed information regarding admissions <p>American Home Funding, Glen Allen, VA <i>Secretary for Human Resources and General Service, 05/01 – 08/01</i></p> <ul style="list-style-type: none"> • Attended to phone calls and greeted interviewees. • Helped conduct a job fair for the Human Resource department. • Assisted in ordering supplies for all branches of the company. <p>Martin, Dolan, and Holton, Ltd., Glen Allen, VA <i>Secretary/receptionist, Winter Breaks 1999, 2001, and 2002</i></p> <ul style="list-style-type: none"> • Answered and directed phone calls and greeted clients
ACTIVITIES	<p>Sigma Kappa Sorority, 01/01 – Present</p> <p>Student Ambassadors, 06/01 – Present</p> <p>Commission on Undergraduate Studies, 08/02 – 03/03</p>
COMPUTER SKILLS	<ul style="list-style-type: none"> • Word Perfect • Professional Write • MacWrite • Microsoft Word • CricketGraph • ReadySetGo • MacDraw • MacPaint • PageMaker • Lotus 123 • SPSS-X • HyperCard

Emphasizes work and experiences around dates...



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Format

Format Styles

1. Chronological
2. Functional



Format Styles

Functional Example

DOLLEY D. MADISON

Current Address: Alumnae Hall, MSC 7608 • Harrisonburg, VA 22807 • (540) 568-6868 • madisodd@jmu.edu
 Permanent Address: 16120 Chiswell Lane • Beaverdam, VA 23015 • (804) 227-3500

OBJECTIVE Seeking a position in the health service administration field utilizing demonstrated interpersonal skills and health-related experience

EDUCATION James Madison University, Harrisonburg, VA
 Bachelor of Science, Health Service Administration, May 2003
 Minor: Human Resource Development
 Overall GPA: 3.3; Major GPA: 3.7
 • International Association of Business Communicators

CAREER EXPERIENCE

Communication

- Instrumental in welcoming and answering questions for exchange/transfer residents
- Worked with JMU social and civil organizations to promote tolerance and diversity within residence hall communities
- Mediated difficult situations between student residents
- Represented student residents to Hall Directors in the course of disciplinary action
- Made follow-up service calls to customers concerning their level of satisfaction
- Assisted customers with questions in the course of retail sales

Leadership/Organizational

- Secured public speakers, special interest groups, and representatives from the academic community to present at hall programs
- Organized outings promoting awareness of the arts: plays, recitals, concerts, and festivals
- Arranged fundraising and advertising to bring various programming to the hall
- Facilitated interactive discussions for Alcohol Awareness Week and Campus Assault Awareness Week including providing information on prevention and support
- Developed office skills such as operating a switchboard, paging, and administrative duties
- Handled a variety of services for customers, including contacting insurance companies, arranging appointments, and scheduling towing/repair times

Writing/Presentational

- Researched, wrote, and presented thesis on analysis of poet Sharon Olds: "A Voice from Source: An Analysis of the Poetry of Sharon Olds"
- Published in English Department Honors' Journal Symposium: The Sigma Tau Delta Literary Journal: "Lone Wandering, But Not Lost: A Contrast"
- Presented original article in English Undergraduate Paper Conference: "Are You on Fire?: Literary Implications of the Burning of Miss Havisham in Great Expectations"

ACTIVITIES Sigma Kappa Sorority, 01/01 – Present
 Student Ambassadors, 06/01 – Present
 Commission on Undergraduate Studies, 08/02 – 03/03

COMPUTER SKILLS

- Word Perfect
- Microsoft Word
- MacDraw
- Professional Write
- CricketGraph
- MacPaint
- MacWrite
- ReadySetGo
- PageMaker

Organizes information under functional headings that highlight your major areas of accomplishment or strengths...



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MAKE YOUR NEXT MOVE

Format

Format Styles

1. Chronological
2. Functional
3. Hybrid



Format Styles

Hybrid Example

EDUCATION **James Madison University**, Harrisonburg, VA
Master of Arts in Teaching: Secondary Education, May 2010

Bachelor of Arts, May 2008
Major: English; Minor: American Studies
Cumulative GPA: 3.8; Major GPA: 4.0

TEACHING EXPERIENCE **Harrisonburg High School**, Grades 10 and 12, Harrisonburg, VA 2/2010-5/2010
Student English Teacher

- Conducted needs analysis and developed original units of instruction for the following: *King Lear*, *My Antonia*, *A Separate Peace*, *Death of a Salesman*, and assorted American short stories and poetry.
- Initiated, developed, and taught an after-school program of instruction for tutorial work in composition
- Designed and instructed a thematic unit on South American literature that emphasized multicultural awareness
- Coordinated and implemented a major writing focus within each literature unit.

Robert E. Lee High School, Staunton, VA 8/2009-12/2010
Practicum Student

- Created and edited an original video about the history of London and Shakespeare.
- Coordinated lesson plan and bulletin board introducing Hamlet.
- Developed tutorial activities for 9th grade students based on individual learning styles.
- Served as a resource specialist for student research in AP English 12.

SKILLS **Administration**

- ...
- ...
- ...

Communication

- ...
- ...
- ...

Management

- ...
- ...
- ...

Organizes information
to highlight work
history and skills
equally...



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MAKE YOUR NEXT MOVE

Final Thoughts on Format

- This is an advertisement of you
- Manipulate Headings to bring relevant information to the top
- Laundry Resume
- Everyone has different opinions



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MAKE YOUR NEXT MOVE

Format



+ Appearance

1. Headings
2. Fonts
3. Templates
4. Artistic Touch
5. Sarah's Tricks



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MAKE YOUR NEXT MOVE

Headings

EDUCATION **James Madison University**, Harrisonburg, VA
Master of Arts in Teaching: Secondary Education, May 2011

Bachelor of Arts, December 2009
Major: English; Minor: American Studies
Cumulative GPA: 3.8; Major GPA: 4.0

Education

James Madison University, Harrisonburg, VA
Bachelor of Art in Studio Art, K-12 Art Teaching Licensure May 2009
Minor: Art History; GPA: 3.8



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Appearance

Reference Page

TAYLOR ASHBY HALL

145 South Main Street • Harrisonburg, VA 22801 • (540) 421-6868 • madisodd@gmail.com

Sarah Orem

Academic and Career Advisor

James Madison University

Career and Academic Planning

Wilson Hall, room 301 MSC 1016

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(540) 568-6555

oremse@jmu.edu

Relationship: Academic Advisor



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MAKE YOUR NEXT MOVE

Appearance

Fonts

Harrisonburg High School, Harrisonburg, VA
Student Teacher, 3/2011 – 5/2011

Harrisonburg High School, Harrisonburg, VA
Student Teacher, 3/2011 – 5/2011

Harrisonburg High School, Harrisonburg, VA
Student Teacher, 3/2011 – 5/2011



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Appearance

Templates

[Street Address, City, ST ZIP Code] [phone] [e-mail]

[Your Name]

Objective [Briefly describe your career goal or ideal job.]

Experience [Dates of employment] [Company Name] [City, ST]

Job Title

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

Job Title

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

Job Title

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

Job Title

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Education [Dates of attendance] [School Name] [City, ST]

[Degree obtained]

- [Special award/accomplishment or degree minor]

Interests [Briefly list interests that may pertain to the type of job you want.]

References References are available on request.



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The “Artistic Touch”

- Graphics/Pictures
- Paper Color
- Color Ink
- Lines



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Appearance

Creating Your Own Template

Sarah's Tricks

- “View” → “Ruler”
- Left, Center, and Right Tabs
- “Insert” → “Symbol”
- Creating lines
- Double-space is the size of your font
- Margins: $\frac{1}{2}$ - 1 inch



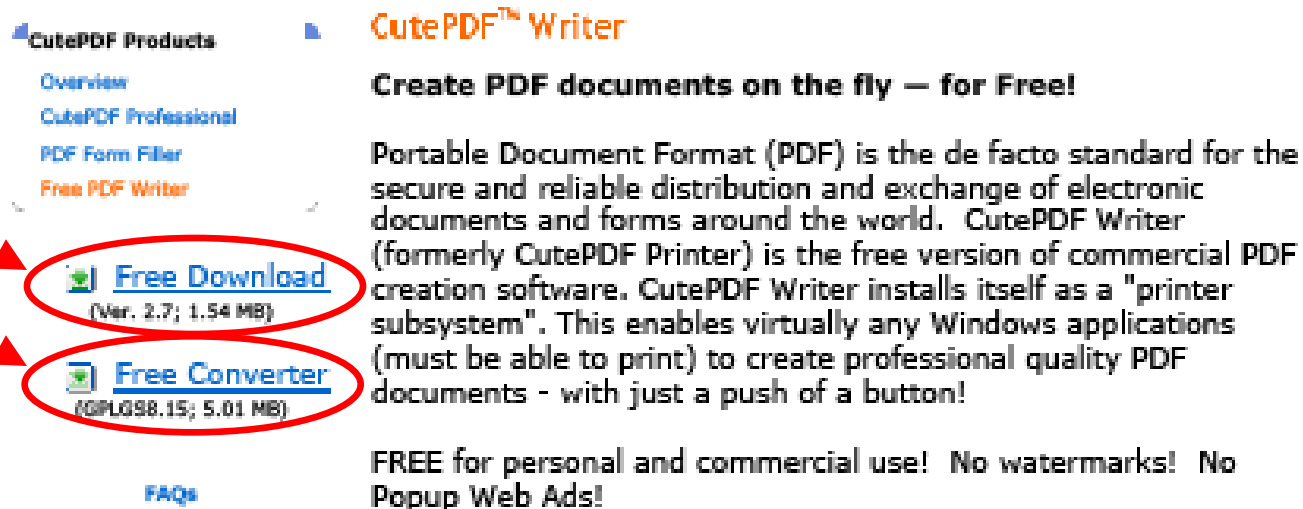
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Appearance

Send Documents PDF

1. Visit: <http://www.cutepdf.com/>
2. Click *CutePDF Writer* (Freeware)



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- Free PDF Writer

CutePDF™ Writer

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Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!

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[FAQs](#)



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Appearance



Remember, A Good Resume =

CONTENT

(The type of information you choose to put on your resume)



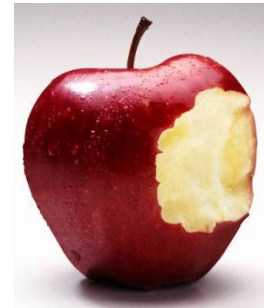
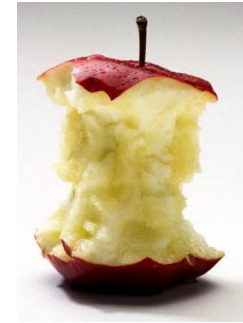
FORMAT

(The way you arrange the content)



APPEARANCE

(How the content and format is arranged aesthetically)



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The Portfolio

- A portfolio features evidence of your talents, experience, skills and abilities
 - Philosophy of Education
 - Subject Knowledge & Educational Theory
 - Planning, Delivery, Assessment of Instruction
 - Classroom Management/Organization
 - Human Relationship, Collaboration, Outreach

Used to help you illustrate points during the interview



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Creating a Hiring Portfolio

Preparation for Interviewing

- **Organization and Preparation**
 - Credentials – Resume, Teaching certification
 - Philosophies & Plans – provides a look inside your classroom
 - Unit plan, lesson plans, types of assessments & rubrics, classroom management plan
 - Samples of Teaching Tools & Student Work
 - Student Teaching Evaluations
 - Letters of Appreciation & Recommendation
 - Awards & Honors
 - Professional Development, Trainings, Presentations
 - Involvement



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Creating a Hiring Portfolio

Suggestions & Examples

- **Type:** Paper/binder or e-portfolio?
- **Artifacts to consider including:**
 - Video clip of teaching and reflecting
 - Photographs of you and your students in the classroom or on a field trip
 - Several samples of student work
 - Photographs of bulletin boards
 - A link or screen shot of a blog you have used to communicate with families
 - Summary of results of teaching evaluations
 - A philosophy statement
 - Your very best unit plan, lesson plans, assessments and rubrics



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[Example of e-portfolio](#)
[Example of e-portfolio](#)

Questions?



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www.jmu.edu/cap