



# Resume Writing 101



What is the purpose of a resume?  
*Your resume should tell a story about your skills, knowledge, and experience.*

What's the difference between a resume and a job application?  
*A job application is required information.  
A resume tells a story.*

# Where to start...



At the beginning of course,  
with the job description.

Lets look at the essential duties, minimum qualifications, knowledge, skills and abilities from a job description.

**JOB TITLE:** Principal

**GRADE:** 13 (Elementary), 14 (Middle), 15 (High)

**REPORTS TO:** Executive Director

**DEFINITION:** Serves as the instructional and administrative leader of a school. Plans, implements, directs, and evaluates the school's programs and activities. Supervises professional and support staff. Performs other duties as assigned.

**EXAMPLES OF ESSENTIAL DUTIES:**

Assumes responsibility for defining the school's mission and communicating goals and expectations of the total school program.

Provides instructional leadership for the implementation of the curriculum of the Baltimore County Public Schools.

Coordinates the instructional program of the school in conjunction with the appropriate school and central office staff.

Supervises the instructional program of the school.

Leads and directs the process of continuous school improvement.

Develops a school improvement plan that supports the Indicators of Progress.

Monitors and assesses student achievement and participation outcomes with appropriate data collection and analysis.

Supervises and evaluates the effectiveness of all school personnel.

Assesses the need for staff development for all school personnel and plans appropriate activities. Provides a program designed for school-community coordination and keeps open lines of communication between the community and the Board of Education.

Directs the business functions of the school, such as budget preparation, accounting, and expenditure authorization.

Works directly with students in developing positive student leadership through school and community activities.

Interprets and implements the policies of the Board of Education and local school to the community served through continuous flow of communications, such as newsletters, public talks before community groups, and communications to students and parent associations.

Engages in professional activities which contribute to leadership development.

Administers and coordinates school discipline. Communicates effectively with students, staff, administrative and supervisory personnel, parents, and community

# MINIMUM QUALIFICATIONS:

## Education, Training and Experience:

- Graduation from a regionally accredited college or university with a master's degree, with appropriate course work in leadership, pedagogy, and supervision
- Three years of outstanding teaching
- One or more years' experience as an assistant principal

## Licenses and Certificates:

- Possession of, or eligibility for, a Maryland Advanced Professional Certificate with an Administrator II endorsement is required.
- A comparable out-of-state leadership or school building leadership certification transferrable to Maryland will be considered.

## Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of pedagogy.

Knowledge of the principles and practices of public education administration.

Knowledge, skill, and successful experience with the school improvement process.

Knowledge, skill, and successful experience in the use and analysis of school performance data.

Outstanding oral and written communications skills.

Possession of technology competency (e.g., database, internet, spreadsheet, word processing, and related applications); skill and experience in data analysis and application.

Ability to establish and maintain effective working relationships.

Ability to maintain confidential information.



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Now, let's compare Taylor Smith's resume to the job description.

# Taylor “Tay-Tay” Smith

[taytay123@happymail.com](mailto:taytay123@happymail.com)

## •Summary

- Excellent time management skills.
- Able to organize and problem solve to create viable solutions for a number of complex organizational needs.
- Excellent budgeting and money management skills.
- Able to make sound judgements on a variety of issues after hearing and identifying concerns.

## •Leadership Experience

### •Family & Community Engagement Co-Chair

- Coordinated monthly meetings
- Contacting/hearing parental concerns and taking action as appropriate
- Coordinated parent volunteers
- Engaging local partners to meet school needs
- Collecting & updating engagement documentation

### Attendance & Chronic Absence Reporter/Monitor

- Assessing attendance data for patterns and errors
- Creating daily student absence reports for staff
- Identifying and recommending rewards and assistance for various attendance results
- Creating spreadsheets, PowerPoints, and other documents to address attendance needs

### Learning Communities Coordinator

- Planned/Facilitated weekly Fine Arts team meetings
- Developed, mediated, and planned school scheduling
- Created professional development sessions
- Collaboratively developed the team mission statement



### **Budget Management**

- Managed music department budget
- Presented sound fiscal alternatives to manage a strain of the composite budget during financial challenges
- Made sound purchases for the department based on need and longevity

### **Hiring Interview Process**

- Interviewed potential staff members for Fine Arts positions
- Participated on hiring panels for school administrative positions

### **Learning Community Engagement**

- Organized volunteers for various performances and school activities
- Organized and facilitated 2 yearly concerts for 80 to 200 volunteering students in elementary and middle school
- Mentored teachers, students, and several staff members within and outside of school over the past 12 years
- Collaboratively opened a new charter school, ordered materials and put routines in place for academic rigor (Edison Montebello)

### **Community Engagement**

- Communication Management w/ESL Parents via translation documents for multiple languages
- Collaborated with community and church organizations to develop performing partnerships for students and elderly population
- Coordinated 2-7 performances per school year
- Created fine arts promotional materials for perspective students and their parents
- Created a parent support group to boost the music program
- Directed performances in and outside of school, including yearly concerts, community performances, and out of state performances and festivals

### **Technology Coordinator**

- Technology Coordinator
- Storage, location selections, and managed inventory data
- Organized best practices for usage, distribution, storage, maintenance
- Trouble shooting minor technical issues and contacting district technology staff as appropriate
- Assuring that equipment is updated, prepared, and available for testing



## Education

### University of Maryland

Administrator 1 Certification (Req. Completed)	<b>December 2017</b>
University of Maryland Masters of Arts Curriculum and Instruction	<b>May 2015</b>
University of Maryland Graduate Certificate in Leadership Development (LDP14)	<b>2003-2004</b>
University of Maryland Bachelor of Music Education	<b>1994-1997</b>

**University of Maryland**  
**Bachelor of Music Trumpet Performance**

**1994-1997**

➤ **Work Experience**

**Happy Day Public Schools** 2014- Present

General Music Teacher  
**Sunshine Elementary School** 2013- Present

General Music Teacher  
**BCPS (Boston Conservatory Private School) Middle School** 2014- 2016

General Music Teacher Band Teacher  
**Riverdale High School** 2010- 2014

General Music Teacher Band Teacher  
**Torrance High School** 2006- 2010

General Music Teacher Band Teacher  
**Private School** 2002-2006

General Music Teacher Band Teacher  
**Community College High School** 2000-2002

➤ **Experience**

**Testing Experience**

- Assisted Test Coordinators with daily activities
- Test Examiner/Administrator
- Test Proctor
- Testing Scribe
- Verbatim Reader
- Test Examiner/Proctor for Special Needs Students
- MSA Test Grading

**Business Experience**

- Start to finish creation of 3 marketable educational products
- Implementation and maintenance of various intellectual property documents and correspondence
- Development, creation, and implementation of product development focus groups
- Customer communication and satisfaction

**Graduation** from a regionally accredited college or university with a **master's degree**, with appropriate **course work in leadership, pedagogy, and supervision**

**Three years** of outstanding **teaching**

**One or more years**' experience as an **assistant principal**

- Is the degree and college listed?
- Is the experience listed?
- Can you tell where Taylor is/was a teacher?
- Can you tell how long he/she has been there?
  
- Can you tell where Taylor was an AP and for how long?

**Possession** of, or eligibility for, a Maryland Advanced Professional Certificate with an **Administrator II endorsement** is required.

A **comparable out-of-state** leadership or school building leadership **certification transferrable** to Maryland will be considered.

- Did Taylor list a certificate?

- Did Taylor list an out-of-state certificate?

# Let's Review

- Do you know whose resume you are reviewing?
- Do you have contact info?
- Do they meet the minimum requirements?
- Can you tell where they work, for how long, and what they do?
- Are there any spelling/grammar errors?
- Is the resume easy to read and follow?
- Does your resume have consistent formatting?



# Do's and Don'ts of Resume Writing

- Use your legal name
  - Include your job title
  - Include your job duties
  - Include degrees/coursework
  - Include your certificate endorsements
  - Keep your resume in chronological order
  - List all your teaching experience
  - Make sure your resume matches the job description
- You aren't Cher or A-Rod (if you were, you wouldn't be working for BCPS)
  - Don't make up a title
  - Unless you are applying for an editor, creative writing position, don't include 3 pages of your publications
  - Don't include every course you taught



# Remember, the person reading your resume does not know you. If you don't include it, it's not known!!

## ANDREA GILS

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One University Plaza, Cape Girardeau, Mo.  
andrea@u-leds.com  
impress.wordpress.com

### Educational Background

- Southeast Missouri State University- Missouri, USA (Fall 2002 to present)  
ACEJWC, accredited program in mass communication  
CEPR- certified program in public relations  
B.S. Mass Communication Public Relations  
B.A. News Communication Journalism  
Minor: Psychological Services  
Jane Addams Honors Program Ph. D. La Sierra honors society  
4.0 GPA- Dean's List Fall 2001, Spring 2002, and Fall 2002.
- Dickens Institute - Montevideo, Uruguay (2009-2010)  
Teaching English to Speakers of Other Languages (TESOL) Certificate course
- CEI Institute - Maldonado, Uruguay (2009)  
Public Relations and Event Organization Course

### Employment History

- Public Relations Intern- University of Missouri Extension Small Business Technology & Development Center of Southeast Missouri. (Spring 2003 to present)
- President-elect 2002-2003- Public Relations Student Society of America, Southeast Chapter
- Firm Director and Account Executive of Riverfront PR Student-run firm (Fall 2012 to present)  
Duties:  
- create company's mission statement and values  
- research all clients and competitors  
- recruit local staff and clients  
- coordinate, direct, motivate and monitor accounts  
- coordinate and manage communications with clients, professional advisors, account executives, staff and PR/PA chapter  
- sales campaigns
- Copy Editor and staff writer at Arrow newspaper (Fall 2002 to present)  
Southern Missouri State University- Missouri, USA
- English Department Headmaster's assistant and coaching teacher for 6th grade students (2010-2013)  
Escuela Integral Hebreo Uruguay- Instituto Ariel Hebreo Uruguayo (IEHU IAHU)- Montevideo, Uruguay
- English teacher- middle school and high school levels (2009-2010)  
Piranesi del Este school- Maldonado, Uruguay
- Secretary of youth political organization- LISA 523 (2008-2009)  
During primary and presidential elections- Maldonado, Uruguay (2008-2009)  
Duties:  
- created logo for LISA 523  
- managed social media Facebook account, press releases and fundraising events  
- planned and hosted a weekly radio program  
- organized political rallies

### Awards and international certifications

- PRSSA National Conference 2002 Grant
- Certificate in TESOL - Certified by Trinity College London- London, UK
- Integrated Skills Exam- Level 4 (ISE IV) - Certified by Trinity College London- London, UK
- Certificate of Proficiency in English (CPE) - Certified by Cambridge University - London, UK
- Bilingual International Baccalaureate Diploma - Certified by International Baccalaureate Organization (IBO)- Switzerland
- Certificado de Proficiencia em Língua Portuguesa para Extranjeros (CELPE- BRAS)- Certified by Universidade de Campinas do Sul- Campinas, Brazil

### Skills and software proficiency

- Social media
  - Multi-tasking
  - Adobe Photoshop
  - Adobe InDesign
  - Adobe Illustrator
  - Microsoft Office
  - Leadership
  - Designing
- Meeting deadlines
- Management and organization
- Public Speaking
- Associated Press Style
- Copy-editing
- Creative writing

### Languages

- Excellent oral and written management of English, Portuguese and Spanish
- Basic conversational skills in Italian.

### Traveling Experience

- 7 U.S. states
- Uruguay, Argentina, Brazil, Paraguay, Chile, France, Germany, Spain, Holland

### References

- Dr. Susan Genders  
Professor of Mass Media and advisor  
Southern Missouri State University  
sgenders@smsu.com  
(417) 335-3534
- Mr. Michael Simmons  
Instructor of Mass Media and first professional advisor  
Southern Missouri State University  
mmsimmons@smsu.edu  
(417) 335-3437
- Mr. Cecilia Pezotte  
Head of English Department  
Escuela Integral Hebreo Uruguayo  
cepe@ielhu.com.uy  
(51) 9111-1111
- Mr. Bill and Vera  
Head of English Department,  
Piranesi del Este school.  
Un. Uruguay  
bverna@ielhu.com  
(51) 9911-1111

## CHRISTA ROETHLISBERGER

2002-2004 summer  
Dietz Motor Spokeparts, Birch Run, MI  
cashier, customer service and concierge

2003-2007  
Curves for Women, Birch Run, MI  
part-time cashier, tax and coupon manager,  
customer sign-up, and class manager

2008-2009 Summer  
L'eggs Haircut Party, Birch Run, MI  
cashier, customer service, and styling

2009-2011  
Associate in Applied Technology  
Graphic Design  
Fennell State University, 299 Fennell, MI 49701  
GPA: 3.01

2011-2012  
Fennell State High School  
Fennell State University, 299 Fennell, MI 49701  
GPA: 3.0

2010-2011  
Internship  
photography, styling,  
design, graphics,  
and video

2010-2011  
Internship  
Motion picture video and  
design, graphics,  
and video

2010-2011  
Sports Club  
In high school was president  
of Sports Club, PHS track  
and dance.

## MANJUNATH E

Graphic and Visual Effects Artist

marjunath.manj@gmail.com  
facebook.com/manj.5685  
twitter.com/manj.5685  
manjunath  
099 88 341715

### EMPLOYMENT

- Healthbudd Bangalore  
**Creative Artist**  
Worked as an Creative Artist for Healthbudd. (1 years)
- K2 Network Bangalore  
**Game Master**  
Worked as an Game Master for K2 Network. (2 years)
- QJOS INTERNET TECHNOLOGIES Bangalore  
**Process Associate**  
Worked as an Process Associate for QJOS INTERNET TECHNOLOGIES. (6 months)
- JAMO high end audio systems Bangalore  
**Technical Executive**  
Worked as an Technical Executive for JAMO high end audio systems. (1 Year).

### PERSONAL QUALIFICATION SKILLS

- Reliable and Responsible.  
Innovative and able to develop New Ideas.  
Convincing skills with a logical mind.  
Management skills, work as a team or group leader.  
Strongly committed to assigned task.
- Certificate of Short courses on **Ms-Office**.  
Certificate of courses on **Tally**.  
Command on **Windows installations** of all types.  
Well versed with the use of **Internet**.

### EDUCATION SKILLS

- Hymamshu Jyothi Kaia Peetha Bangalore  
S.S.L.C : Year 2005
- Nadjfir Polytechnic Bangalore  
Diploma in Mechanical Engg : Year 2007
- FrameBox Bangalore  
Diploma in Animation & Visual Effects with Specialization in Visual Effects & Post Process : Year 2011

- Adobe Photoshop
- Adobe After Effects
- Adobe Premiere Pro
- Corel Draw
- Cinema 4D
- HTML & CSS
- Windows System

### CONTACTS ADDRESS

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