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| **What is a Resume?**  A resume is a document used to introduce yourself to employer and market your skills, accomplishments, and educational background relevant to the position. On average, employers spend only **7-20 seconds** reviewing a resume, so it is important to create a document that aligns your best qualifications with the position you are seeking. |

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| **Resume Formats**  *Chronological:* Showcases your education, activities, and work history. Highlights your most recent experiences first, followed by additional information in reverse chronological order.  *Functional:* Draws attention to key skills, lessening the emphasis on dates of graduation or employment. Typically used by those with diverse work experiences or noticeable gaps in employment history.  *Chrono-Functional or Combination:* Maintains the emphasis on skills and notable accomplishments, including a brief section outlining work history and employment.  *Note:* See our “Anita A. Jobb” resume example handout which is appropriate for graduating seniors. Check with Career Center staff for additional examples related to your field of study. |
| **What to Include**  Your resume should clearly and concisely highlight your most valuable experience to your potential employer. The following sections can be used to categorize your qualifications, work history, and activities (necessary information in bold):   * **Demographic information** (name, address, phone, email, web address, etc.) * Objective, Summary of Skills, or Professional Qualifications (optional) * **Education** * GPA (only 3.0 or higher recommended) * Study Abroad Experience * Relevant Coursework * **Work History** (can divide into Relevant and Other) * Internship Experience * Special Skills * Technical Skills * Languages * Certifications * Interests (if relevant to the position) * Professional Organizations * Honors and Awards * Availability * Geographic Preference * Leadership Experience * Community Service   *Hint:* Use the job description to determine the most important qualifications for the position! |

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| The Career Center’s **Correspondence Review Service** allows you to leave your resume to be edited by staff within 24-72 business hours. |
| **Resume Layout**   * Use a standard font, such as Times New Roman or Arial * Use 10-12 pt. font for the body * Enlarge your name so that it stands out (14-16 pt.) * Use bold or italics to highlight key information * Organize your information consistently throughout the document; you can use either bullets or paragraph style * Create an uncluttered layout, with white space remaining * Set your margins to a maximum of 1”, but no less than .5” |

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| **Is a CV Appropriate?**  A Curriculum Vita is used in academic and medical careers instead of a resume. The main difference is that the CV is much more comprehensive, whereas resumes focus on the most relevant qualifications only. See our CV handouts for guidance. Start off by brainstorming for what should be included and then make an appointment to have an advisor critique it. Alternatively, you can drop it off at the front desk for our drop off critique service. Visit the Chronicle of Higher Education CV Doctor (chronicle.com) for sample CV’s for different fields. |

Job N. Education

Oxford, MS 38655 │ 662-555-1155 │ [jobneducation@gmail.com](mailto:jobneducation@gmail.com) │ https://www.linkedin.com/in/job.n.education

Dedicated teacher and facilitator of learning through a positive environment that encourages student exploration and builds a strong foundation of reading, writing, and critical thinking skills.

CERTIFICATIONS AND ENDORSEMENTS

* Eligible for certification, May 2020
* Successfully passed PRAXIS I and II
* American Red Cross First Aid (2019) and CPR (2019)
* English 9-12th grade endorsement

EDUCATION

**The University of Mississippi,** University, MS

*Bachelor of Arts in Education │* Expected Graduation:May 2020

Major: English Education

Overall GPA 3.50; Major GPA 3.75

EXPERIENCE

**Bramlett High School,** Oxford, MS

*Student Teacher │* January 2019 - Present

* Plan materials for thematic units for 30, 10th grade, English II students
* Implement positive classroom management strategies to engage students in learning activities
* Tutor students on individual basis in various English subjects including grammar, vocabulary, and writing
* Assist with differentiated instruction to facilitate individual student learning

**North Panola High School.** Sardis, MS

*Practicum Student │* August 2018 - December 2018

* Gained hands on experience within an English curriculum in a school offering grades 9-12th
* Organized and created material to maintain an educational and resourceful classroom
* Observed teacher’s daily tasks and routines to promote learning and perform classroom management
* Interacted with parents during teacher conferences to discuss any student successes or struggles

**Leap Frog Tutor,** University, MS

*Tutor* │ June 2016 - May 2018

* Tutored students in various academic subjects including English and Creative Writing
* Facilitated small group and individualized tutoring sessions
* Accurately assessed student performance and progress through sessions and tracking course grades
* Collaborated with department administrator through daily meetings and planning sessions to ensure student success

HONORS AND ACTIVITIES

* Teachers of Tomorrow 2019 - Present
* United Way 2018 - Present
* America Reads 2018 - Present
* National Education Association 2017 - Present
* Future Educators of America 2017 - Present
* Student Government Association 2016 - 2017
* Mississippi Association of Educators 2016 - 2017
* Boys and Girls Club Volunteer 2015 - 2016