



Resume Writing

for

Aspiring Teachers

Presented by:
Phil Bedford, Director of Talent Acquisition
November 20, 2020



Why Us? Why from Colorado?

- Support your efforts in being hired for your first teaching position
- Share our experiences with the hiring process in education
- Be a another source of information and another resource to you

Resumes...

- Easy to find critical information – credentials and experience
- Snapshot of the highlights of your skills, abilities and relevant experiences
- Professional appearance – alignment, format, margins, etc.
- Use of templates?

Resumes...continued

- Error free
- 1-2 pages maximum
- References – current and knowledgeable about your abilities
- “Easy on the fluff, heavy on the stuff (that matters)”

Format/Layout

- Personal Information – contact information, who you are and how to contact you
- Career objective – what is it you want and what do you have to contribute
- **Credentials** – Education, highest degree first, licensing, endorsements
- **Relevant Experience** – working with children
- Other Experience
- Any other information you believe is important to know about you? Skills, language proficiency, honors, study abroad, achievements, personal interests, etc.



References...

- People who can speak to your ability and potential
- Cooperating teachers
- Student teaching/practicum coordinators
- University instructors
- Supervisors of educationally-related employment
- 3-4 most recent/current

More than anything else...

SHOW YOUR
PASSION AND
COMPASSION!



JEFFCO PUBLIC SCHOOLS
COLORADO

www.jeffcok12jobs.com

Takeaways? QUESTIONS???



**JEFFCO PUBLIC SCHOOLS
COLORADO**

www.jeffco12jobs.com

Additional resources...

- Cover letter writing
- Interviewing
- Career fair preparation
- Cover letter and resume critiques

BEST OF LUCK TO YOU!!!

and THANK YOU for joining our great profession!

Phil Bedford

303-982-6870

720-454-2116

phil.bedford@jeffco.k12.co.us

www.jeffcopublicschools.org

