

Teacher Resume Checklist

Review your resume before submitting a teaching application

Contact Information

- My name is clearly visible and professionally presented.
- My phone number and email address are correct.
- My location is included when relevant.
- My LinkedIn profile or portfolio link works, if included.

Professional Summary

- The summary matches the teaching position.
- It highlights relevant experience and strengths.
- It is concise, clear, and free from unsupported claims.

Teaching Experience

- The most relevant experience appears first.
- Job titles, school names, and dates are accurate.
- Bullet points use specific action verbs.
- Responsibilities are clear rather than overly general.
- Achievements are included only when accurate and verifiable.

Education & Certification

- Degrees and institutions are listed correctly.
- Relevant certifications are included.
- Completed and in-progress credentials are clearly identified.
- Required licenses or credentials are addressed.

Skills & Relevance

- Skills match the job description where accurate.
- Classroom management and instructional skills are supported by examples.
- Technology skills listed are skills I can genuinely use.
- Irrelevant information has been removed.

Formatting & Final Review

- The resume is easy to read with consistent headings and spacing.
- Spelling, grammar, dates, and contact details are checked.
- The design is not overloaded with graphics or decorative elements.
- The file format follows the employer's instructions.
- The final file opens correctly and is ready to submit.

Final reminder: Tailor your resume to the specific teaching role and make sure every statement is accurate.

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