

Required Resume Content and Format

This resume will be submitted to Fort Worth ISD as part of your job application packet.

FORMAT

- No longer than two pages
- White paper
- Standard print fonts (Times or Helvetica) no smaller than 10 point
- Laser, ink-jet or letter quality printer

REQUIRED CONTENTS

Personal Data (top of page one)

Name
Current Address (Apartment number, street address, city, state, zip code)
Permanent Address, if different from current address
Telephone Number (home) Telephone Number (mobile)

Objective

- State the teaching position you want to apply for during your TMATE-FWISD internship. Be specific about the grade level(s) and subject(s). For example: EC-4 Generalist ESL or 9-12 Mathematics.
- Indicate you only can accept a full-time teaching position

Education

For each degree you have earned indicate:

Degree. Area of Study. Institution granting the degree. Graduation year.

Example:

Diploma. Rural High School. 1990.

A.A. Science. Northeastern Community College. 1992.

B.S. Biology. Northeastern University. 1995.

OPTIONAL CONTENTS

Job History: Job Title, Employer, Dates of Employment and Primary Responsibility

*Example: Childcare Assistant. Sunshine Day Care Center, My Home Town. 2004-present.
Manage a group of 12 to 20 preschoolers, including developing and directing learning activities
and supervising playtime and meals.*

Community and Volunteer Activities: Role, Organization, Dates, and Primary Responsibility

*Example: Sunday School Teacher. First Baptist Church, My Home Town. 2000-present. Teach
Sunday Bible lesson and organize and direct activities of and counsel to the congregation's
approximately 30 young adult (age 13-18) members.*