

## RESUME GUIDELINES FOR EDUCATION- TEACHER EDITION

The information contained herein, including the recommendations we make and suggestions we give, are based on our extensive work with Jewish day schools from across North America as well as our research in the field. What you see here may differ from what you hear from career centers, career coaches, and other sources. We believe that these are the most comprehensive and up-to-date recommendations for resume writing when applying to Jewish day schools.

### YOUR RESUME: AN OVERVIEW

A resume is a job-search tool whose main and initial purpose is to get you an interview. It can also help you prepare for an interview and organize your most important information for a potential employer. Your resume introduces you on paper (or electronically) and tells a story about you, including your work experience, education, and interests in an easy-to-read, positive manner; it is your “ticket” to an initial interview.

Your resume:

- Initiates contact with a school
- Gives school leaders a “snapshot” of your training, education, experience, accomplishments, skills, activities, and interests; it gives you full credit for your accomplishments (even if you weren’t paid for them)
- Leaves information about you with a school leader to promote future contact
- Is a networking tool that helps those who want to help you (cooperating teacher, professor, former employer, etc.)
- Is a guideline for you to review your qualifications before an interview; during the interview, it focuses the interviewer’s attention and guides the interviewer toward positive things to talk about
- Always moves in reverse chronological order, with your most recent experience on top
- Is consistently and constantly a compelling answer to the question, “Why should I call this candidate?”

### FORMAT, FONT, PAPER

Make sure your resume looks presentable when printed and on-screen, since most employers will be seeing your resume on their computers when you email it to them.

Always send your resume in PDF format. Although MS Word is preferred in the business world (where automated resume scanners look through hundreds of resumes for key words and phrases), it is not in Jewish education. Different versions of Word mean your formatting might



not be preserved, and many of the phrases you use on your resume (especially your name and Jewish words) might appear with a red underline. That's not the kind of attention you want to draw as your first impression.

Keep the margins at default levels unless you have a compelling reason to change them. Leave a reasonable amount of space between sections. Choose to use bolding, italics, and other formatting wisely, and, most importantly, REMAIN CONSISTENT. Don't use italics one way in one section and another way in another section.

For font, don't choose something cute like this or overly different like this. Stick with normal fonts like Times, Arial, Helvetica, etc. Don't include graphics or pictures on your resume, either. They usually distract from the content.

Since your resume will mostly be emailed to employers, you don't have to spend much time worrying about paper choice like I had to when I was looking for my first job. However, if you are going to a job fair or will be meeting with employers in person, it's a good idea to bring copies of your resume (even if you've already emailed it) printed on a nice, high-bond paper. Again, don't go overboard here. Be sensible and understated. The content of your resume is more important than the paper it's printed on.

#### WHAT TO INCLUDE: THE ESSENTIAL AND OPTIONAL SECTIONS

Speaking of content, the four areas we have found that schools most want to know about are Contact Information, Teaching (or Job Specific) Experience, Education, and Skills. There are other categories (in italics below) which one may choose to include as well. The sections are organized in the order they should appear on your resume; some variations in the order are acceptable, like flipping education and experience for people new to the field. More on each of these below.

- Contact information
- Relevant Experience
  - Teaching/Job Specific Experience
  - Related Experience
  - Other experience
- Education
- Certifications
- Skills, Activities, and Interests
- References

#### CONTACT INFORMATION

This is the most basic section. Include your name, address, phone number, email address, and LinkedIn profile and/or Twitter handle.

Your name should be the name you go by. If you have a legal name (English), but go by your Jewish name, put your Jewish name on your resume, since that's how people know you. For

example, Morris Moshe Ploniberg should put Moshe Ploniberg on his resume if nobody calls him Morris other than the IRS. If you go by a nickname, put your real name first, followed by your nickname in quotation marks. For example, if Chana Plonistein always goes by Chani, she should write Chana “Chani” Plonistein at the top of her resume.

Your address should be the address where you get your mail and live now, not your mom’s house back in the old country.

Your phone number should ideally connect to your personal cell phone. If not, it should be a number where you can be easily reached, especially during school hours since that’s when school leaders will likely want to call you. Don’t put your work number, though; it might be uncomfortable for you to get a call from a potential employer while you’re still at your current job. Also, don’t put a home number if there’s any likelihood that someone else will answer that line, especially a child.

Your email address should be a private, personal address that is relatively professional-sounding. Don’t use your school or work address, and please don’t use cutesy addresses like FrumGirl2000@yahoo.com or ShlomiLovesSteak@gmail.com. Also, even though it may seem like a good idea, it’s not wise to use an address that describes you by your work (e.g., EdTechRebbe@gmail.com or SimchaBand@yahoo.com) since school leaders may be turned off by it. Since they’ll search for your emails in their inbox by your first or last name, it will be harder for them to identify you if your email address doesn’t include either. Pick an address that includes your first initial and last name or your full name. Finally, although it may seem silly, do NOT use an AOL email address. Some school leaders believe (based on anecdotal evidence and experience) that those who still use AOL email address are less technologically savvy and less current. Also, make sure the address you list is one that you check frequently. You should reply to any inquiries from a potential employer within 24 hours at the most.

If you have a LinkedIn profile, include the URL in your contact information. If you don’t have a LinkedIn profile, you should create one. Make sure to search online to learn about best practices for your LinkedIn profile.

If you have a Twitter handle and use it to “tweet” (even occasionally) about things related to education, include that handle in the contact information section. Make sure your Twitter feed is free of embarrassing tweets.

### RELEVANT EXPERIENCE

This is the most important section of your resume and usually appears at the top of your resume just beneath contact information. If you’re new to the field and have limited experience, this section should appear beneath your education section.

The best predictor of future success at a job, especially in a school, is past success at a similar job. Therefore, school leaders care most about experience you’ve had in a school, especially if that experience is similar to the work you’d do in the job you’re applying for. School leaders also care about work in non-formal educational settings like camp and any work you’ve done with children. Teaching college-aged students or adults can serve to supplement your experience with

children, but doesn't demonstrate on its own that you will be successful working in a school. Other kinds of work experience outside of education and work with children are less important to school leaders.

Include any real jobs or experiences you've had that relate directly to the job at the school to which you are applying. For your most recent job (or two), you may include two or three bullet points that list specific and detailed information about what you did in the job. Don't use phrases like "responsible for," when describing your responsibilities. Instead, tell people what you did. If you were responsible for Jewish Life programming, list the tasks you engaged in, giving specific numbers where possible. See the sample resumes for examples. Be VERY SPARING with bullet points; they are the item that most often bloats a resume and that are most often glossed over by the school leader. Save bullet points for your LinkedIn profile.

You can also include related experience that you might have gained outside of schools that is directly related to the work you'll do in the school, especially if it involves working with children. Common related experiences are camp counselor, youth group advisor, or coach.

Don't include information in this section that just fills the page. The school leader doesn't need to know that you worked as a mashgiach. It's great that you're a hard worker and that you know about hashgacha, but it's probably not relevant to what you'll be doing in the school. You can tell the school leader about your other work experience in your cover letter or when you meet in person. If you have had work experience that may be relevant because you learned transferable skills (training, managing, supervising, etc.), use your judgment about whether to include these. Usually, less is more on a resume.

### EDUCATION and CERTIFICATIONS

This section is the second most important on your resume. Employers make a lot of judgments about you based on your academic career. List the name of school, city, state, degree, month, year (or expected year) of graduation, GPA (if it's high; some say above 3.0, others above 3.5), and any academic honors you received.

Any training you have that is relevant to the work you'd do in a school can be listed here. If you took courses outside of your normal degree work, like certificate courses through the YUSP or another provider, list those.

If you have a certification, like a teaching license, include the state and date of certification or expected certification.

Do not include your high school on your resume. Do include any study you did in Yeshiva or Seminary. If you did this as part of your undergraduate degree, you can list it as a Study Abroad experience or you can list it separately. That's a matter of taste.

### SKILLS, ACTIVITIES, INTERESTS

Schools care a lot about your technical skills. Even though it might be assumed that you have basic computer skills, it's still helpful to list the programs that you're skilled in, especially if your skills extend beyond MS (Microsoft) Word. List any iPad apps that you're comfortable using in an

educational setting like Evernote and ScreenChomp. If you have facility with iMovie or other special software, let people know on your resume. Obviously, if you have SmartBoard training or have worked with an LMS (Learning Management System), you should list that, too.

If you speak any languages other than English, you should list those.

In addition to your hard skills, we've found that employers at Jewish day schools want to know about your activities and interests as well. They care what you do in your spare time. It helps them identify some of the "soft skills" that can't be discerned easily from other areas of resume. Soft skills include things like work ethic, positive attitude, good communication skills, time management abilities, problem-solving skills, acting as a team player, self confidence (not hubris), flexibility/adaptability, and the ability to accept and learn from criticism.

Were you involved in clubs? Did you serve in leadership roles? Do you have any special interests like stamp collecting, scuba diving, creative writing, or music? All of these can be listed. If you've won any awards or commendations, you can list these as well. If you've published an article in anything other than your school paper, list that, especially if it is something that relates to education.

#### REFERENCES

The end of your resume shouldn't end with the phrase, "References available upon request." School leaders assume you have references, so this phrase just states the obvious.

If you have room on your resume (don't go onto a second page just for this), you should list at least two references, but three is better; more is overkill. These references should be people who know your professional work, not just your local rabbi or a family friend. If you don't have anyone who could speak favorably and specifically about your work, leave the References section off. If you have only one professional reference, you could include a professor as a second reference.

You should include the reference's name, current position (former position if you worked with this person when s/he served in a different capacity), organization or school, email and phone number. Make sure to contact your references before listing them to make sure that they are willing to serve as references for you.

A word to the wise: almost any school you apply to will contact your current and past employers to learn about you, even if you don't list them in your References section, so be prepared for this. It will almost always serve you best to let your current employer know that you are applying for other jobs so that s/he isn't surprised when another school leader calls to ask about you.

#### OTHER CATEGORIES

You might consider adding other categories or reorganizing the suggested categories above, if they are large. Other category ideas: leadership activities, honors, professional development, memberships, other certification (CPR, First Aid, etc.). Just make sure your resume doesn't get unwieldy.

#### WHAT NOT TO INCLUDE

- An objective. School leaders don't read Objectives, and the statements don't make a school leader want to call you. An objective states what you want, while the school wants to hear what you offer. If you feel you must include something, include a Profile that briefly (one or two sentences) explains who you are.
- Stuff from high school. What you did in high school is largely irrelevant to a school leader, unless you attended the school you are applying to. One might argue that it can be valuable to include academic honors one received in high school (valedictorian or merit scholarships). Use your judgment, but don't include activities and other things from that time in your life.
- Personal information. Don't include information about your family or a photo of yourself. The school leader can find a photo of you on your LinkedIn profile.
- Too many bullet points. Your resume is the briefest of snapshots. It is not a place to describe everything you've ever done in detail. Usually, one or two bullet points is all you need for the most important work on your resume. You'll be able to describe your work in more detail during an interview.
- Punctuation and grammar mistakes. A resume with mistakes signals to the school leader that the candidate is not attentive to detail and will be prone to other errors on the job. Have a trusted friend read over your resume to make sure it's perfect.
- The phrase, "References available upon request." You may choose to include references on your resume or leave them out. However, if you leave them out, it's unnecessary to state that you'd provide references if they're requested since that's obvious.
- Exaggerations. Your resume is meant to make you look attractive to a school, but it should not misrepresent what you've done. Be realistic, and use strong, descriptive language to highlight your accomplishments.

#### RESUME TIPS REVIEW

- ☀ Use present tense for current activities and past tense for previous activities.
- ☀ Speak about yourself in the first person (not third), but don't use the word "I" (e.g. "Evaluate formative assessments to inform lesson plans for the next day" instead of "Evaluates formative...").
- ☀ Don't use periods (it's technically acceptable, but not the norm for Jewish day schools).
- ☀ Make sure your email address is professional-sounding (e.g. FirstName.LastName@gmail.com). Cutesy and playful emails, even those that you think might highlight your passion for education, are not recommended (e.g., FavoriteTeacherShira@gmail.com).
- ☀ Don't repeat skills or accomplishments.
- ☀ Try to keep your resume to one page, especially if you're relatively new to the field (five years of full time work or fewer).

- ☀ Use keywords appropriate to your area: portfolio assessment, standards-based, manipulatives, etc.
- ☀ Focus on accomplishments, not responsibilities.
- ☀ Use an attractive, readable font no smaller than 11 pt.
- ☀ Do not stretch the margins to make your resume fit on one page. Reduce content instead.
- ☀ Email your resume as a PDF, not a Word document.
- ☀ Customize your resume for every school and every position. If you want a job, you must invest time and energy into getting one.
- ☀ See our sample resumes below, but don't copy them.
- ☀ Connect with the YU School Partnership office throughout your job search; school leaders ask us about you, so it's helpful if you're connected.

### THE ONE-PAGE MYTH

My thinking has evolved on this matter over the course of years reviewing resumes. If you're like most job seekers, you probably think your resume has to be one page long. For a long time, that was the accepted orthodoxy. However, today, especially in the world of education, and especially in the world of Jewish Day School education, this is simply not true. Your resume does NOT need to be limited to one page.

Lest you think we are misleading you, Google the phrase "one page resume," and see what comes up. Except for large industries, particularly in the business sector where hundreds of candidates submit their resumes to centralized Human Resources departments, some suggest that the one-page resume is going the way of the Dodo bird.

Your resume should have four areas of information (described above), and if that data takes up more than one page, that's okay. Don't adjust your margins and shrink your font so that your resume looks like a Shrinky Dink version of itself. Use normal margins and keep your font in the 11- 12 pt. range. If your resume stretches beyond two pages, you should reconsider how much detail you are including, but if it's a page and a half, that's totally acceptable and preferable to a squished one-pager, especially if you've been in the field a while. If you're new to the field, as we stated earlier, one page is probably enough to cover your qualifications.

In a recent survey of employers conducted by our colleagues at the YU Career Center, most employers agreed that two-page resumes are fine as long as candidates aren't just padding their resumes with information that's not relevant or what one employer called "fluff."

EVEN SO, and this is where my thinking has evolved, a one-page resume may do a better job of getting you an interview than one that extends beyond one page, especially for people who are new to the field. If your resume is longer than one page, it's probably because you've included too much detail.

A [recent report](#) by ABC News showed that your resume will have the attention of the reviewer for just a few seconds. The top six things the reviewer will see (in descending order) are:

1. Your Name
2. Your current title/company
3. Your previous title/company
4. Your previous position start and end dates
5. Your current position start and end dates
6. Your education

Therefore, these are the things your resume should feature. The research reported in this article showed that your bullet points actually get very little attention. Include only as much detail as might be necessary to get you that first phone call. Then, when you talk, you can fill in the details.

SAMPLE RESUMES BELOW



## NEWMAN MELAMED

500 185<sup>th</sup> Street ♦ New York, NY 10033

Cell: (212) 949-0142 ♦ Email: NewmanMelamed@gmail.com

www.linkedin.com/in/NewmanMelamed ♦ Twitter: @NewMelamed

### EDUCATION

**Yeshiva University**, New York, NY

*RIETS*

Smicha Yoreh Yoreh

Expected May 2014

*Azrieli Graduate School for Jewish Education and Administration*

MS in Jewish Education

May 2013

*Yeshiva College*

BA in Psychology

May 2012

GPA 3.85, Deans List 2010-2012

Bernard Revel Award of Talmudic Excellence, 2011

**Yeshivat Shaalvim**, Nof Ayalon, Israel

2008-2009

### TEACHING EXPERIENCE

**Substitute Teacher, General and Jewish Studies**

January 2014 - Present

Generic Jewish Day School, Paramus, NJ

- 2<sup>nd</sup> - 6<sup>th</sup> grade classrooms

**JDS School Kollel Fellow**

September 2012 - June 2013

JDS School, New York, NY

- Designed and taught tech-based weekly Gemara class to seven high school students

**English Teacher**

Summer 2011

Yeshiva University Counterpoint Israel, Kiryat Gat, Israel

- Advanced Ethiopian students' facility with spoken English language
- Enhanced professional practice through training in Experiential Education

### RELATED EXPERIENCE

**Madrich**

Summers 2009 - 2012

Camp Jewish, City with Indian Name, PA

**Advisor**

2010 - Present

NCSY, Upstate New York Region

**Youth Director**

2009-Present

Ohavei Yisrael Congregation, Great Neck, NY

### SKILLS, ACTIVITIES, INTERESTS

- Technology: Microsoft and Macintosh applications and SmartBoard technologies
- Languages: Hebrew Speaking, Reading, and Writing
- Clubs/Activities: Al Pi Darko Jewish Education Club (Co-President); YU Seforim Sale (Staff)
- Sports: Basketball Coach (10-12 year olds), Intra-mural Rugby
- Music: Guitar and Piano

## TIRZAH “TEACHY” NEWSTEIN

500 185<sup>th</sup> Street ♦ New York, NY 10033

Cell: (212) 949-0142 ♦ Email: TeachyNewstein@gmail.com

www.linkedin.com/in/TeachyNewstein ♦ Twitter: @TeachyNewstein

### EDUCATION

**Yeshiva University**, New York, NY

*Azrieli Graduate School for Jewish Education and Administration*

MS in Jewish Education

Expected May 2014

*Stern College for Women*

BA in Jewish Studies with concentration in Jewish Education

May 2013

GPA 3.85, Deans List 2010-2012

Legacy Heritage Foundation Scholar

**Michlalah**, Jerusalem, Israel

2009-2010

### TEACHING EXPERIENCE

**Student Teacher, 8<sup>th</sup> Grade**

January - May 2014

Another School, New York, NY

- Planned and implemented Project Based Learning units for Chumash and Mishnah
- Used cooperative learning centers to enhance Hebrew reading fluency and comprehension
- Worked with Head Teacher to develop behavioral support system for classroom to promote student responsibility

**Fieldwork Intern**

September - December 2013

Upper Crust Jewish Day School; Social Activist Rabbi Jewish Academy; PS 613; Old School Jewish Day School; New York, NY

**English Teacher**

Summer 2013

Yeshiva University Counterpoint Israel, Kiryat Gat, Israel

- Advanced Ethiopian students' facility with spoken English language

### RELATED EXPERIENCE

**Madricha**

Summers 2009 - 2012

Camp Jewish, City with Indian Name, PA

**Advisor**

2010 - Present

NCSY, Upstate New York Region

### SKILLS, ACTIVITIES, INTERESTS

- Technology: Microsoft applications, SmartBoard, Social Media, Google Apps
- Languages: Hebrew Speaking, Reading, and Writing
- First Aid: Certified in CPR/First Aid
- Clubs/Activities: Jewish Education Club (Co-President); Torah Activities Council (Secretary)
- Dance: Trained in Ballet and Tap
- Performance: Musical Theater and Clowning