Teacher Resume Bullet and Evidence Planner

Use this before you write or revise your resume. Keep the notes specific and true.

1. Target role

School or district: _____ Grade or subject: _____

2. Top keywords from the posting

List 5 to 8 words or phrases the school repeats, such as grade level, subject, IEP, intervention, family communication, Canvas, or English learner support.

3. Evidence you already have

Student teaching:

Paid teaching:

Long-term substitute work:

Tutoring or intervention:

Family communication or collaboration:

Systems or tools used:

4. Turn the evidence into bullets

Use this pattern: action + classroom context + follow-up or result.

Example starter: Planned and delivered _____ lessons for _____ students and used _____ to _____.

5. Final check

Can you explain each bullet in an interview? Does the wording match the job posting without overstating your role?