Teacher Resume Final Review Checklist

Review this before you apply. A shorter, more accurate resume is better than an impressive-sounding one you cannot defend.

Role fit

- ■ The title, summary, and top skills match the teaching role I want.
- ■ The grade levels, subjects, and endorsements on the page are accurate.
- ■ The most relevant teaching evidence appears near the top of the experience section.

Experience and evidence

- ■ Student teaching, substitute work, tutoring, and full-time teaching are clearly labeled.
- ■ My bullets show classroom actions, context, and follow-up rather than only broad duties.
- ■ Every number or result on the page has a source I can explain.

Tools and terminology

- ■ School systems, curriculum tools, and documentation terms appear only when they are true for me.
- ■ Keywords from the job description appear naturally where they fit my background.

Format and readability

- ■ The resume is clean, one column, and easy to scan.
- ■ The file does not use graphics or formatting that may confuse an ATS.
- ■ The contact information is current and professional.