

## Resume Guidelines

You will be judged on the quality of your writing, and too many mistakes could result in not being placed for student teaching. Be very serious about the way you write your autobiographical statement, and keep these guidelines in mind:

### **Appropriateness**

Keep your statement focused on why you decided to become a teacher, why you will be a good teacher, etc. A limited amount of personal information is acceptable; just make sure that everything points towards why you will be a good teacher. Keep everything very positive; don't say anything negative about yourself, your family, your former educators, or any of your school experiences.

### **Spell Check**

This is perhaps the most critical element of writing any good paper. Your spelling must be impeccable. Run a spell check, but don't rely on spell check alone. A spell check will obviously not catch mistakes such as using "to" instead of "too" and things of that nature.

### **Proofread**

This is also extremely important. Proofread the entire resume a couple of times yourself, and then ask a reliable and informed person to look at it again. It is very easy for even the best writers to miss their own mistakes.

### **Punctuation**

Consult a style manual or an extremely reliable person to ensure that your punctuation, particularly your comma usage, is correct. We are not looking for perfection in this category; just make sure that it is as good as it can be.

Visit the [Writing Center](#) for assistance in completing your resume.

Helpful Grammar Website: <http://owl.english.purdue.edu>

**Although we in the Education Department have corrected resumes in the past as a favor to students, we will no longer be doing that. It is now the responsibility of each student to ensure that his or her resume is an excellent and professional document.**