

# How to write a RESUME to get that interview call

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A step by step guide to write your resume

BY

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Want to write a resume, without any hassle even if you have not written one until now?

Then, follow this step by step guide to write a resume .

Know that your resume is the only tool available for the interviewer to invite you for an interview.

Resume writing is an art. It has to be crafted with care and responsibility.

**your resume must speak about you. It must give a synopsis of your abilities, skill and knowledge.**

What should your resume contain?  
Why is your resume important?

The title is your name and your subject specialization with a segment of classes which you would wish to handle.

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**Ex:-Ravi Raju**

Science teacher for grades 6 to 8

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Your name as a title indicates the preparedness of the candidate's readiness to face the interview with utmost confidence.

The subject and the grades mentioned indicate the prepared and planned mindset. Hence writing the title is a welcoming act by the candidate.

Add your name as shown above. This is an example. But you can use any other style to highlight your name .

The 3 most important sections ,a resume must contain :

- Educational Qualifications
- Skills acquired during the past experience both as a student and as an employee
- Achievements and Goals

## **Educational Qualifications**

Your educational qualification is a mindset to join the job which you are applying for !

## **Skills**

Skills indicate growth mindset.

## **Achievements and Goals**

Strength in profession and Passion at work accumulate accolades and recognition.

## **Prepare a rough draft of the resume first**

Make a list of all the necessary bullet points about the educational qualifications, skills, abilities, bold promise to be made to the organisation, website - important points about the company /school which you are applying for , preparing a personal statement, understanding the organisation, arranging the information in a chronological order, major achievements, goals further , any continuous professional development ideas, any further evidences related to the personal statement etc.

## **Career Objective:**

The following 3 components make a career objective

- 1.An excited emotion to describe your persona
- 2.Years of experience (if already experienced)
- 3.Your goals further

**These phrases of career objective must explain that you are an asset to the organization.**

Ex:- An organised and dedicated science teacher with 6 yrs. of experience seeking an opportunity for a challenging role of a coordinator in your organisation with a mindset to create interest in research oriented learning .

• The following 10 phrases would be helpful :

- Dedicated
- Organized
- Creative
- Well connected
- A student's teacher
- Pleasant and active
- Dynamic
- A strong communicator
- A well aligned
- An adaptable and a dedicated

• You can choose one from the above or frame your own adjective to describe yourself.



**Describing yourself  
will help the  
interviewer frame a  
thought about your  
personality.**

## Your Goals further:-

- The following 10 phrases would come handy to frame your goals
- Improve skills in students
- Make classroom interactive
- Students enjoy my lessons
- Instil value oriented learning
- Create a culture and love for reading
- Frame individual challenges to hone students' skills
- Teach through hybrid learning
- Bring in the best pedagogical practices to classroom
- A tech savvy
- Strive for excellence

The above phrases are a guide and the list is not exhaustive. Take a choice to add a few more strategies which you might have already implemented.

A comprehensive career objective is required as it speaks about the candidate's short term goals.

Including appropriate phrases will help the candidate to frame his personality as this is a personal statement.

## **What is a Personal Statement?**

A personal statement describes one's qualifications, skills, capabilities and achievements.

Writing it will enhance one's understanding towards work.



## A bold promise to the organization

Every organization has a few expectations from their employees. A candidate after his employment is expected to align oneself to the vision of the school. A bold promise is to be made to the organization matching the expectations.

Write down a bold promise from your side. What is that you want to offer the company, without any hesitation, even if you have to create circumstances to make it?

A small note of the bold promise gives a confidence to the organisation that you are ready to accept the culture of the organisation.

A bold promise statement could be written this way.

- I would coach and help the students to achieve a place in national level sports competition (in a sports area).
- I will help in establishing a math lab and robotics lab at school and students would attend math lab and robotics national level competitions.
- I can maintain a healthy relationship with stakeholders and resolve conflicts .
- I can counsel bullies as I am a trained counsellor.
- I can give remedial lessons to students when necessary to hone their concept skills.
- Music is my hobby, I can train students to learn music during their after school hours.
- I am an expert in lesson plan writing for trans-disciplinary and interdisciplinary learning, multi disciplinary learning .

choose any one of the above statements to include into your resume. 

## Your resume will speak for you.

Your experience must be written down in a crisp format. With the academic years, with the name of the organisation and with skills learnt during this period.



For example

2019-2021 worked as a teacher in XYZ school, Hyderabad, Telangana.

### **Skills learnt**

2020-2021

- achieved 100 % results for grade 6 to 8 in Science subject.
- Worked as a team player with co-teachers to improve students who need extra help.
- Counseled students to perform better in the final assessment
- Improved my confidence levels and raised my personal expectation bars.

2019-2020

- Underwent training for competency based education and improved my lesson plans.
- Taught lessons with 21st century skills incorporated.
- Used joyful learning as a tool to create interest in the students.

Adding skills this way , as achievements and duties will help the resume to be more promising.

## **Educational Qualifications:**

2010-13

Graduation in Sciences , LMK college, Hyderabad.

## **Skills learnt during these years**

2010-11

- Could improve my questioning skills.
- Could learn badminton and participate in the college level competitions.

2011-12

- Could learn preparing personal timetable to make priorities
- Could take up project work and improve my presentation skills.

And so on.

The following are the skills which can be included and your resume can be organized with a growth mindset.

These skills can also be written as duties performed on the job.

- Problem solving
- Communication
- Collaboration
- Critical thinking
- Logical thinking
- Technological skills
- Team building
- Public speaking
- Presentation skills
- Quick learning evidences

List is unending

You can write other skills which match your profession and teaching.



## **Achievements and Awards:**

It is a pride moment receiving appreciation from a student, team member or a principal.

Every moment of feeling when appreciated is worth noting, as this certifies the skills within you.

Note down all the achievements in a particular order, may be chronological order would be the best.



- 2019-20 Best group teacher for grade 6.
- Skills exhibited were collaboration among students and counseling to parents regarding targets to be achieved.
- 2018-19
- Appreciation from Principal for an experiment on Sustainability , for the best exhibit.
- And so on.

Note that focus should be laid on diverse fields.

## Hobbies:

- Book reading and listening to music

Book reading

Books read recently

- Seven Habits of Highly Effective People by Steven Covey
- Atomic Habits by James Clear
- Learning Organisations by Peter Senge

These are a few books from my library at home.

I love collecting books to refer to them .

Why I chose these books?

- The first book is a self improvement one.
- The second one is to perform better and
- The third one is to do administration better at school and how to grow a learning organization.

Music listened to

Favourite singers : M.S.Subbulakshmi

The Beatles

- Listen to devotional Songs to start my day
- Innovations included in “The Beatles” is interesting.

If given an opportunity in your esteemed organization, I would feel that my students will learn from me to improve themselves as I would improve myself continuously as learning never ends.

Personal info:

Phone no.

Date of Birth-

Marital Status

Email ID

E profile link

Facebook ID

Twitter ID

Insta ID

Hoping to hear from you soon.

Regards,  
signature



# Sample Resume

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## Ravi Raju

Social Sciences teacher for grades 6 to 8

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### Career Objective:

An organized and dedicated social sciences teacher with 6 yrs. of experience seeking an opportunity for a challenging role of a coordinator in your organization with a mindset to create interest in research oriented learning .

### A bold promise to the organization:

I am an expert in lesson plan writing for trans-disciplinary and interdisciplinary learning .

I can give remedial lessons to students when necessary to hone their concept skills.

### Educational Qualifications:

2019-2021 worked as a teacher in XYZ school, Hyderabad,Telangana.

Skills learnt during these years

2010-11

Could improve my questioning skills.

Could learn badminton and participate in the college level competitions.

2011-12

Could learn preparing personal timetable to make priorities

Could take up project work and improve my presentation skills

## **Achievements and Awards:**

2019-20 Best group teacher for grade 6.

Skills exhibited were collaboration among students and counseling to parents regarding targets to be achieved.

2018-19

Appreciation from Principal for an experiment on Sustainability, for the best exhibit.

## **Hobbies:**

Book reading

Books read recently

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Regards,  
signature

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# DEVI R

Administrative officer

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## **Career Objective:**

As an experienced educational professional, with an experience of 13 years in the effective running of the school operations.

I would like to utilize my earlier experience, knowledge and skills towards the success and growth of the organization.

## **A bold promise to the organization:**

- I will be able to use strong communication skills and analytical skills to present relevant information to the management
- I will frame policies to increase productive working habits in the school
- will communicate with all stakeholders to improve rapport with the school admin

## **Experience Obtained:**

2015 – 2022

Worked as an Admin Manager and as Math teacher in Fusion International School, Bandam Kommu.

## **Skills learnt:**

2019 – 2022:

- Help management to recruit the right candidates by scrutinizing the resumes with informed policies, conducted teacher orientation programs to let the fresh teachers onboard seamlessly
- Organizing the documentation by filing as per the requirement within time.

- Chaos was out of order as i could organize all documents in a particular order hand in hand with the policies of the school.

2015 – 2019:

- Learned report writing and technical skills in generating the reports for attendance and other reports using Excel.
- Learnt classroom management skills to maintain daily records for classwork & homework of the students.

2013 – 2014

- Worked as a Math teacher for primary and higher classes in Vignan Gen School, Madinaguda.

### **Skills learnt:**

- Took decisions as per the needs of the school and cohort for implementing smart class rooms.
- Activity based learning in class to enhance the knowledge of the students.

2009 – 2013

- Worked as a Math teacher for primary and higher classes in Castle Town High School, Chandanagar.

### **Skills learnt:**

- Enhanced problem solving skills using creative techniques while solving math problems during the lesson
- Established a math lab at school to help students score well in the national level competitions for math

2006 – 2007

- Worked as a Math teacher for primary and higher classes in Sai Shiva public School, Patancheru.

### **Skills learnt:**

- Counseled students to perform better in the final assessment.
- Underwent training for competency based education and implemented it in my lesson plans.

## **Educational Qualification:**

2008 -2010

M.Sc(Math), from PRATHIBHA College affiliated to Sri Venkateswara University with 62%.

### **Skills learnt :**

- Learned decision making skills when problem comes in routine life
- Improved in organizing & planning of my work

2007-2008:

B.Ed(Math), from SRI RAYALASEEMA CHRISTIAN College, Kurnool with 62%.

### **Skills learnt:**

- Improved my questioning skills for not understand classes
- Learned about “No pain No gain” quotation meaning in my personal life

2002 - 2005:

B.Sc(Math, Statics, Comp Appl), from VASAVI DEGREE College, Kurnool with 77%.

### **Skills learnt:**

- Learn preparing personal timetable for preparing for exams
- Learned the qualities of leadership skills as team in events and celebrations in college

2000 - 2002:

Intermediate, from SRI KRISHNA Jr College, Kurnool with 67.4%.

## **Skills learnt:**

- Learned how to travel independently to college
- Know about my goal to become in future

1999-2000:

SSC, from RAMAKRISHNA VIDYALAYAM, Kurnool with 62.1%.

## **Skills learnt:**

- Improved my problem solving skills in Maths
- improved my answering skills.

## **Achievements and Awards:**

2019 - 2020

- Organised successfully Annual day celebrations & Sports day celebrations at Fusion International School.

2018-2019

- Received the Certificate for excellent coordination for conducting Olympiad examination in school.

2016-2017

- Received Certificate of Appreciation for implementing singapore teaching methodology.

2006-2010

- Received four times 1st prize in Long Jump competition for class -7 to 10

## **Hobbies:**

**Designing my dresses with different clothes and reusing them**

stitching: Anarkali dresses, Umbrella dress, blouses

**Listening to music**

Favourite singers : M.S.Subbulakshmi, Jesu Das

## Reading Books-

Read recently

- YOU CAN(George Mathew Adams) - on your road to Success
- ATTITUDE(Jeff Keller) - Change your attitude.... Change your life

These are a few books from my library at home. I love collecting books to refer to them .

If given an opportunity in your esteemed organization, I would feel that my learning would help students in their academics and curricular activities .

### **My personal info:**

Phone no: 9845678910

Date of Birth: 12/03/1985

Marital Status: Married

Email ID: devi@gmail.com

E profile link: <https://sites.google.com/>

Facebook ID: <https://www.facebook.com/>

Twitter ID: <https://twitter.com/i/flow/login>

Insta ID: <https://www.instagram.com/accounts/login/>

Hoping to hear from you soon..

Regards,

Devi.R



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# DEEPTHI P

Computer Science teacher for grade 6-10

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## **Career Objective:**

- A highly motivated and deadline driven engineer with more than 3 years of experience in the field of teaching. Possess in-depth knowledge of computers.

Seeking a position that leverages me to exhibit strong organisational goals. My coding and technical skills can well be utilized by students.

## **A bold promise to the organisation:**

My expert knowledge in writing a lesson plan incorporating trans-disciplinary and multi disciplinary learning skills will amuse students . This will make learning easier.

I will help my authorities to establish coding lab. Students can turn out to be futuristic utilizing the coding lab.

## **Professional Experience:**

2021 - Present

Working as IT Analyst Executive at TeachConnect ,Hyderabad

## **Skills learnt :**

- Learnt time management by using schedule tracker
- Learnt campaigns on social media platforms to gain max visibility for the company mail Mailchimp.Done research abundantly to put the company on social media to give maximum visibility.
- Learnt how to reach target audience & to convert into leads by digital marketing
- Honed my content writing skills to put posters on social media platform

2020-2022:

Worked as Computer Science Teacher at Fusion International School, Hyderabad, from March 3rd 2021- March 13th 2022.

## **Skills learnt:**

- Target oriented ,achieved 100 % results for grade 6 to 8 in Computer Science subject.
- Worked as a team player with co-teachers to improve students who need extra help.
- Counselling students to perform better in the final assessment

## **Educational Qualification :**

2008-2012:

Graduation in B Tech ,Electronics and Communication Engineering from Kite Women's College of Professional Engineering Sciences, JNTUH.

## **Skills Gained:**

Main Project: "Development of Cell Phone Controlled ROBOTIC ARM".

- Learnt Embedded Programming to execute projects
- Assembling the hardware using DC Motors
- Collaboration and work at MSME was a great experience

Mini Project: "Implementation of GMSK Modulation Using MATLAB".

- Obtained knowledge on simulation process using MATLAB Tool
- To stimulate signals based on requirement
- Flexible to adopt new technical tools

## **Roles and Responsibilities :**

- Elected as Coordinator in college to look after the academic and non academic activities from 1st year to 4th year
- Collaborated with various companies to make placements happen at college.

## **Skills learnt were**

- Able to work individually and also to collaborate with the team members assigned to the project

2006-2008:

Intermediate in MPC from Sri Chaitanya junior College,Hyderabad.

## **Skills learnt:**

- Made my own timetable to study and spend after school hours.
- Utilised my leisure time to build up my hobby kabaddi.

2005-2006:

10th from Dowhill High School, Miryalaguda,Telangana .

## **Skills learnt:**

- Learned team player skills by leading kabaddi teams at district level.
- Presented a topic on elevations with confidence and ease.

## **Hobbies:**

Book reading and listening to music

Books read recently

- The Secret
- Rich Dad Poor Dad

These are a few books from my library at home.

I love collecting books to refer to them .

The first book is a self improvement one.

The second one is to perform better

## My personal info:

Phone no. : 9704343345  
Date of Birth: : 20-12-1989  
Marital Status : Married  
Email ID : deepthi@gmail.com  
E profile link : deepthi-portfolio  
Facebook ID : facebook.com/deepthi/  
Twitter ID : twitter.com/deepthi/  
Insta ID : instagram.com/deepthi/

Hoping to hear from you soon

Regards,  
Deepthi P



**Teach  
Connect**