

## High School Math Teacher Resume - Resume Template for Job Search

*This resume template includes the information you need to include on your resume:*

### **Contact Information (Header)**

Every resume begins with personal contact information. The heading should include your name, current address, permanent address, phone number and email. Remember, an employer may call at any time, so be sure to list a phone number where you can be reached and receive messages.

### **Objective:**

In the resume objective simply include what you wish to achieve by sending your resume to the company. You must therefore elucidate briefly, how you plan to go about achieving these (e.g. **High School Math Teacher**) career goals.

### **Highlights of Qualifications (Optional):**

Experienced professionals who are planning to make a career transition or who are applying for positions with greater responsibility may find a profile or summary section to be helpful. If you are attending a career fair where you plan to distribute your resume to a variety of employers or if you are applying for several positions within one organization, the profile or summary statement may be preferable to a more narrow, targeted objective.

### **Career History:**

In this section include for each position, the name and location (city and state) of the company, your title, dates of employment, and bullet statements describing your specific responsibilities and accomplishments.

### **Education and training:**

Tell about: Institution, dates attended and the degree or certification you received are listed in the education section. Professional development, continuing education, on-the-job training and other nontraditional education should be included here as well.

### **Skills:**

The following are lists of skills to include on a resume and in cover letters. There are general skills, plus skills for a variety of different jobs.

- \* Interpersonal Skills
- \* Leadership Skills
- \* Management Skills
- \* Organizational Skills
- \* Personal Skills
- \* Social Media Skills

### **References (Optional):**

There is no need to include references on your resume or even to mention that references are available. Rather, have a separate list of references to give to employers upon request.