

Aspiring Leaders Program

Resume Tips

Update your resume as if you were applying for your next position and ensure it includes the most recent information.

Please use the associated resume template as a resource. Feel free to adjust the template in ways that most effectively communicate your professional experiences and accomplishments. If you have an existing format that is generally aligned to the template, there is no need for you to transfer everything to the template. The guidance below provides additional considerations for updating your resume prior to submission.

Overall Format Considerations

- Regardless of the depth/breadth of your experience, only submit a resume that is 1 or 2 pages since deciding what to include AND exclude are both important decisions
- Select an easy-to-read font (e.g., Calibri, Times New Roman, Cambria) between 10 and 12 points
- Maintain consistent margins for a balanced look: ½ to 1 inch wide on each side
- Ensure consistent formatting throughout document (e.g., font, bullet sizes, bolding, heading styles, spacing)
- Use present tense for current experiences, past tense for past experiences
- Spell check and proofread
- Objective/Summary of Qualifications/Statement of Purpose statements at the top of the resume are optional

Experience Section

- For school roles, always include the name of the school and your organization (e.g., district or CMO), along with position title (these are typically split in various ways across two lines)
- List most recent experience/employer first and continue in reverse chronological order
- Be clear and concise; limit bullets to no more than 2-3 lines
- Begin bullets with action verbs to communicate the focus of your specific actions
- Briefly explain a responsibility (e.g., coordinator) to help clarify what the work entailed.
- For roles that involved a team, clarify as needed what your role was when collaborating with others
- Quantify your responsibilities/activities when possible (e.g., note number of teachers and/or students) in order to provide additional clarity.
- Highlight the impact that was created as a result of your work. When possible, quantify results (e.g., % of students meeting/exceeding growth goals), and highlight successes relative to district/state averages or another benchmark to provide context for success.

Education Section

- List most recent degree first
- Spell out months
- Listing GPA is optional

Additional Section

- Place to list relevant:
 - Certifications
 - Professional associations memberships
 - Awards earned
 - Languages spoken [other than English]
 - Volunteer experience

Note: This document was informed by a Dallas ISD guide, cohort member resumes, and online resources