

Building a Professional Resume for Applying for the Bachelor of Education Program

Bachelor of Education - CRC
October 2024





RESUME STRUCTURE

- Standard Structure: 2 pages plus third page for references
- Header only on pages 1 and 3, Standard margins, normally 1 inch
- Consistent font style and size
- Consistent structure throughout



HEADER

- Page 1 and 3 only
- Name, mailing address, and contact information
- Phone number(s) and email address

Tips:

Use a professional email (gmail is acceptable & widely used)

Use a permanent mailing address

Picture? This is optional, make sure it is professional.



PAGE 1

- Do not include an Objective
- Two sections – Education and Work Experience

Notes:

- Consistent chronological order
- Consistent style (organization, location, date range)
- Do not use acronyms
- Be prepared to discuss any information used
- Differentiate yourself from your peers



PAGE 2

Sections could include:

- Professional Development
- Volunteer Activities
- Extra-Curricular Activities
- Community Engagement
- Awards and Achievements
- Consistent Style and Formatting from Page 1



REFERENCES

- Three references, preferably at least one professor, one work related or volunteer supervisor, one that can speak to your ability to work effectively with others, specifically children.
- Request permission to use a person as a reference
- Get the proper contact information
- Indicate the relationship/role of your reference to you



FINAL NOTES

- Check grammar, punctuation, and spelling
- Make sure your institution names and information are correct
- Balance text density on each page
- Use **Bold** or Underlining for headings, but not both
- Use good quality paper (>20 lb)



NEED HELP!

The CRC – **Curriculum Resource Centre** provides support to BEd students and undergraduate students who wish to apply to the BEd program. Please feel free to reach out if you would like assistance with the BEd application and resume building.

We are here to help!

Contact Allana Beaton

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