

COMMUNITY COLLEGE CANDIDATE

ADDRESS
CITY, STATE, ZIP CODE

TELEPHONE
EMAIL
WEBSITE (if applicable)

EDUCATION

(Include all higher education degrees that were (or expected to be) conferred.)

- Ph.D. **Degree Title, Florida Atlantic University, May 2010**
Boca Raton, FL
Dissertation:
Areas of Specialty: (can include if desired – particularly those with 18+ credit hours)
Honors/Awards: (optional – include departmental awards, scholarships, etc.)
- M.A. **Degree Title, Florida Atlantic University, December 2007**
Boca Raton, FL
Master's Thesis:
Minor: (if applicable – include if have 18+ credit hours)
Honors/Awards: (optional – include departmental awards, scholarships, etc.)
If you have a comprehensive exam, list the date passed and the focus of the exam.
- B.A. **Degree Title, Institution, Month Year**
City, State
Honors Thesis: (if applicable)
Minor: (if applicable)
Honors/Awards: (optional – such as Summa Cum Laude, departmental awards, scholarships, etc.)

CERTIFICATIONS (or LICENSURES)

(This section is very important for certain disciplines. If applicable, list in bullet point form the licenses and certifications that you hold.)

TEACHING EXPERIENCE AND TRAINING (or TEACHING AND RELATED EXPERIENCE)

(This section contains your teaching experiences (including Teaching Assistantships, adjunct/lecturer positions, visiting lecturer positions, etc.), related experiences (such as writing tutor), and/or pedagogical training. Choose a section title that corresponds with the content included. The experiences should be listed in reverse chronological order.)

Teaching Position Title, Institution

Date(s)

City, State

(Underneath the heading you can provide a brief (1 sentence) listing of the courses taught, or you can include them in the bullet points. Use bullet points to highlight specific responsibilities you have had, techniques you have used, and other aspects that showcase your contributions. Research the institution and choose accordingly. Areas that typical community colleges like to see are: usage of technology, demonstrations of successful teaching, innovation, experience teaching a diverse population, and participation in student, campus based, and external community activities. You may choose to create a separate section for committee work or community service – see later sections.)

- Taught (or team taught)... (list out classes)
- Advised "X" students on...
- Developed and implemented on-line instructional component...
- Served as advisor to the "X" student club...
- Graded weekly class assignments...
- Received excellent evaluations...

Participant, Title of Professional Development Class and/or Facilitating Organization Date(s)
City, State

(Can use bullet points to detail specific developmental experiences – optional)

- Completed 2 week training designed to enhance technological competency...

*If you held **multiple teaching positions at the same institution/organization** you can use the following format (use reverse chronology):*

Institution/Organization, City, State

Position Title

Date(s)

(Optional brief description)

- Bullet 1
- Bullet 2

Position Title

Date(s)

(Optional brief description)

- Bullet 1
- Bullet 2

RELEVANT CLINICAL EXPERIENCE (or RELEVANT INDUSTRY EXPERIENCE)

(If the position requires clinical experience and/or industry experience, you should include this section. The format of this section mirrors the section above. First list your position title, the name of the organization, the date(s) of employment, and the location of the organization. Then have bullet points below that information detailing your responsibilities and accomplishments.)

Position Title, Institution/Organization

Date(s)

City, State

- Handled...
- Consulted on...
- Managed...

COURSES PREPARED TO TEACH

(First include the courses that the institution is expecting the faculty member to teach. Then include the specific areas you enjoy teaching and the areas that you would like to teach. You may also include particular courses that you would like to design and offer. All areas of coursework should relate in some way to the position that you are applying for and the departmental and institutional mission. This section may be formatted into columns to save space.)

English Literature

Comparative Studies

African American Literature

Communication/Speech

English Composition

Creative Writing

COMMITTEE WORK

(This section is optional. Include this section only if you have had some substantial committee work (can include serving on student government, and regional, national, and international associations). Typically candidates add this category as they progress in their academic careers.)

COMMUNITY SERVICE

(This section is optional. You can include service to the college community as well as the external community.)

RELEVANT GRADUATE COURSEWORK

(This is a category typically used for candidates just beginning their academic career. List out the graduate courses that you have taken that correspond to courses you are prepared to teach. You can include the semester and year

you completed the course. After gaining more teaching experiences you may choose not include this area. You can list these in bullet point format or in columns – as done in the Courses Prepared to Teach section.)

PRESENTATIONS AND PUBLICATIONS

(This section is optional. Select the most noteworthy publications (choose refereed ones) and events for this section. Do not list too many (select 3-5); otherwise the community college may wonder if you're applying to the right institution. You can also separate this section into separate areas: Presentations and then Publications – or vice versa. List all publications and presentations according to a standard citation format – use the standard for your discipline. If you were invited to speak at an institution you can use the format below. Be sure to distinguish between publications that are “in press,” have “been submitted,” have “limited distribution,” are “in review,” and are “in preparation.”)

Invited Speaker, Title of Talk(s)

Date(s)

Name of Institution, Location

HONORS AND AWARDS

(This section is optional. You can include those awards (such as fellowships, travel grants, and awards from institutions other than your alma maters) that do not fit in the education section. Typically these awards are substantial awards. If the awards are from another country or not easily understood provide an explanation so that they become meaningful. For example: One of “X” awarded nationally from over “Y” submissions for excellence in “Z.” It is recommended that you highlight teaching, advising, and other student focused awards here – not research ones.)

Title of Award, Awarding Agency

Date(s)

Description

PROFESSIONAL AFFILIATIONS

(This section is optional. Include organizations that are notable and ones that relate in some way to the community college that you're applying to.)

Association

Date(s)

SKILLS

(Many resumes have this section. You may want to include language skills (indicate fluency) and computer skills. You can list these skills out using bullet points.)

- Language Skills: (list languages and fluency)
- Computer Skills: (list programs)

Other Comments for Community College Resumes:

- Resumes should not exceed 2 pages. Be concise and select those aspects most relevant to the position that you are applying to. You do not include your entire history on your resume.
- If your resume is more than 1 page be sure to put your name and page number on the second page. It can be at the top or at the bottom of the second page.
- References should be listed on a separate page. Use the same heading as you used on the first page of your resume and then list your references down the page. Usually schools will ask for between 3 and 5 references. Choose references that can speak to your teaching experiences and your teaching ability, such as a professor who observed you teach in a classroom.
- Formatting: 11 pt. font, leave some white space, be consistent, use bold and italics for emphasis – no underlining