

## Résumé Achievement Statements

For many people, it is uncomfortable to brag about their professional performance. The notion of “I was just doing my job” is a common one. In order to create interest and earn a job interview invitation, it is critical to share your achievements in your résumé.

In the field of education, it is not always easy to pinpoint marketability in a tangible context like it is in number-driven roles such as sales or engineering. Don't make the assumption that the selection committee will know what you did. Competition is extremely tight for ESL instructional opportunities so it is essential that you “toot your own horn”. Nobody else is going to do it for you.

Here are some sample phrases to give you a frame of reference for teaching-related success. These are not to be listed with duties. Day to day functions are listed before achievements in a brief paragraph. Hopefully these will help spur recollections of your own accomplishments.

- Extended learning beyond the classroom. Capitalized on interesting and language-rich community outings and field trips.
- Took the time to train and support peers during the launch and integration of the <XYZ software program>.
- Used personal lunch hours to assist students one-to-one with challenging concepts.
- Created and emailed a weekly newsletter for parents which relayed classroom news, shared online curriculum support resources and notified about up-coming units and outings.
- Sought out by families to provide private tutoring sessions for both children and adults outside of regular school hours.
- Submitted a proposal and gained approval to speak at the annual TESL Ontario's Conference about <topic>.
- In tandem with full time LINC Instructor accountabilities, volunteer twice weekly at the <ABC Newcomer Centre> to tutor up to 10 ESL adult learners.
- Successfully programmed for a full capacity, split grade, cross division class complied of 75% ESL students and 30% with formal exceptionalities.
- With fluency in <language>, frequently translate for parents.
- Approached by the Dean to participate on a curriculum writing committee. With a group of 12 peers, updated all of the faculty's programming specifications in sync with Canadian Language Benchmarks.

Any time you do something extra to help others - that was neither asked of you nor expected - could be an achievement. Think about why you are an effective educator and then let others know to heighten your marketability.

Best Success,

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