

## Resume Review Checklist For Teaching Positions

**Name of Applicant:** \_\_\_\_\_ **Position applied for:** \_\_\_\_\_

Address (city & state) \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Received via:  E-Mail  Fax  Mail  Other (cell) \_\_\_\_\_

### Required Education:

- Masters in Math  Masters in Computer/Business Administration
- Masters in English/ESL/TESOL  Certificate in Vocational Education (specific)
- Masters in Natural Science  Masters in Education or M.Ed.
- Masters in related & approving teaching areas

### Required Teaching Experience

- Two years professional teaching in subject area at post secondary education
- Two years experience teaching in overseas/in an ESL environment
- Four years full time teaching at the post-secondary level
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### Required Work Related Work Experience

- Eight years of full-time equivalent related occupational work
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### Relevant Work Experience

- Four years of full-time work related experience
- Eight years of full-time work related experience
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### Preferred Skills/ Experience

- Two years experience teaching/living overseas from applicant's homeland
- Two years experience teaching college level with ESL students
- Five years teaching experience
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Others:

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