

English Profession

Writing a Teaching Portfolio & Resume

Week - 9

Lesson Objectives

- Understand the structure and purpose of a teaching resume and portfolio.
- Distinguish between a teaching resume and academic CV.
- Develop a personal teaching philosophy in written form.
- Provide and receive constructive peer feedback on professional documents

Teaching Resume

A concise document (1–2 pages) tailored to showcase your teaching qualifications, certifications, and experience. It includes essential sections: contact details, a summary/objective, teaching experience, educational background, relevant skills (e.g., LMS proficiency, curriculum development), and achievements.

Resume vs. CV

A resume is job-specific and brief, while a CV is comprehensive, used in academia, and includes research, publications, and conferences. For instance, a resume might highlight “Taught 5 classes in web development,” while a CV details the course name, learning outcomes, and institutional context.

Teaching Statement/Philosophy

A reflective narrative (100–200 words) describing your beliefs about learning and teaching. It discusses your goals as a teacher, preferred instructional methods, and how you engage and assess students. Example: “I believe in fostering an inclusive, active learning environment where students learn by doing and reflecting.

Activities

- Compare two sample resumes (one well-written, one with common mistakes).
- Group activity: Identify what makes each resume effective or ineffective.
- Instructor lecture on each section of a resume and teaching statement.
- Brainstorming session: “What are your teaching values?”
- Peer review workshop: Check partner’s resume and statement against rubric.

Exercise

- Draft a personalized resume and teaching philosophy.
- Apply formatting standards (bullet points, bold headings, clear sections).

Homework

- Revise both documents based on peer feedback.
- Submit both as part of your teaching portfolio.

END WEEK - 7