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Resume for substitute teacher

Last updated on 06 May 2025 See history of changes 06 May 2025 - 1 new section (Show achievements, not just tasks) added 06 Apr 2025 - 1 new section (Highlight leadership and growth) added 25 Jan 2025 - 1 new resume template (Kindergarten Instruction Coach) added Next update scheduled for 19 May 2025 Here's what we see in top resumes for kindergarten teachers: They Show Their Impact Using Numbers: The best resumes show how you make a difference by using numbers. Common metrics are student progress rates, parent satisfaction levels, classroom attendance increases, and reading level improvements. Skills Mentioned In Job Descriptions: Include skills on your resume that you have and are mentioned in the job description. Some popular ones are curriculum development, classroom management, lesson planning, child assessment tools, and early literacy techniques. Choose the ones you have. Experience With Age-specific Methodologies Is Key: You should mention your knowledge of age-specific teaching methods. Phrases like hands-on learning, play-based education, and sensory activities are common on good resumes. Need more resume templates? Last updated on 12 May 2025 See history of changes 12 May 2025 - 1 new section (Show success, not tasks) added 13 Apr 2025 - 1 new section (Highlight leadership in art teaching) added 09 Mar 2025 - 1 new resume template (Art Instructor (Higher Education)) added Next update scheduled for 20 May 2025 Here's what we see in the best resumes for art teachers: Show Impact With Numbers: The best resumes show improvements using numbers. Metrics include student engagement, project completion rates, exhibition participation, and progress in assessments. Include Relevant Skills And Tools: Include skills mentioned in the job description that you have. Some popular ones are Adobe Creative Suite, lesson planning, ceramics, sculpture techniques, and printmaking. Do not add irrelevant skills. Highlight Recent Trends: Resumes now highlight digital art programs and remote teaching. Show that you are up-to-date with current practices. Need more resume templates? Don't underestimate the importance of good resume formatting. When done well, it ensures that your substitute teacher resume is easy to read, flows logically, and is complete. When you're formatting your resume, focus on the following:Using the best resume format optionEnsuring contact info and headers are prominently displayedMaking your resume readable for ATSYou can format your resume in many different ways, but reverse-chronological, functional, and combination/hybrid formats are the most popular in 2025 for a reason. Let's go through each one:Reverse-chronological: This format emphasizes your career progress by your most recent job at the top of your resume. This format showcases your skills, which can be helpful if you have gaps in your job history. This format lists work experiences in reverse-chronological order while simultaneously emphasizing skills. Though every format has unique advantages, we recommend using reverse-chronological formatting. It's the most common format, and it's the easiest to read. Unlike in your classroom, individuality isn't always rewarded when it comes to resume formatting. Instead, use the content of your resume to set yourself apart from the crowd!Thought you'd learned all the rules for formatting your resume? Well, it turns out that the overall layout across your resume is critical for creating good flow and helping hiring managers make sense of who you are as a candidate. To avoid looking like a student who was struggling to meet the minimum page requirement, try using a 10-12 point font for your body text. It's big enough to be readable without being huge (and a space-filler) or too small (to make extra room). For headers, you can go with a 20-24 font, and you can use a touch of color to really make them pop. Here's one example from our resume samples:Don't forget proper alignment, too! Having 1-inch margins will make your resume look that much more polished. Of course, don't leave a recruiter wondering how to reach out to you. Include a proper header including your contact information at the top left, right, or center of your resume. Your nameThe job title you're seeking (rather than the job title you already have)Your professional email (i.e. not the email address you made when you were 12, like "")Your phone number Your city and state (optional but recommended for local jobs)Professional links to your LinkedIn, portfolio, or other key links (optional)There are countless ways you can format your resume contact information and headers. Need inspiration? Check out this picture from one of our resume examples, complete with two links:If you want more formatting help for your contact information, there are plenty of resume examples you can use to brainstorm. Our top tip: keep this information at the top of your resume and easy to read.ATS, or Applicant Tracking Systems, is more than just software; it's the natural nemesis of countless job seekers. Dozens of applicants aren't considered for jobs solely based on the ATS' recommendations.Luckily, if you know how ATS works, you can unlock the full potential of your substitute teacher resume. Basically, hiring managers use ATS to pre-filter through resumes by matching selected keywords to words used on your resume.You can help ATS read your resume correctly by:Using the proper (1-inch) margins Sticking to basic fonts (no pacifico, please!)Using headers appropriatelyStrategizing what goes into your skills section to match keywordsOrganizing your resume in reverse-chronological orderSticking to a single pageIf you're getting overwhelmed by all these formatting rules, don't worry. As a substitute teacher who's busy educating the next generation, you don't need to spend your precious time nipping over formatting decisions. Try using an AI resume builder or a really good resume template to do the hard work for you and make formatting your resume a breeze.We know that writing an effective resume is a serious challenge, but you can accomplish more (and not feel overwhelmed) by going one section at a time.Let's go through all the essential (and optional) sections on your substitute teacher resume, including: The resume objective/summary Work experience Substitute teacher skillsCertifications, hobbies, interests, and projectsHow to customize your resumeAnd the value of diligent proofreadingFew job applicants understand the subtle, but important, differences between a resume objective and summary. While both are optional resume sections that consist of two to four short sentences, they serve different purposes. A resume objective focuses on your eagerness for the job and why you'd be a good fit. Consider using an objective if you're light on work experience (less than two years) or if you're shifting careers. A resume summary, on the other hand, highlights how you've used your skills over the course of your career. You should only use one if you have 10+ years of experience. The most important aspect of a good objective or summary is customization. They're only valuable if they're specific, so your statement should always include a specific job title and relevant skills for every job you apply for.Poor objective: Several years of experience in education with a passion for children. Wanting to take the next step at a K-12 school. Poor summary: Patient teacher with many years of education experience with a background teaching students several subjects. Looking for a job at a nearby school to care for students and help them get good grades.Why these don't work: These statements are broad and unspecific. They don't really add value to your resume, and with real estate so limited, that means they're not worth the space.Strong objective: Creative substitute teacher with 2+ years of experience ensuring early childhood education during the Covid-19 pandemic. Seeking an opportunity to continue ensuring educational excellence for 5th and 6th grade children at Gollach Middle School by collaborating with primary educators to develop customized lesson plans.Strong summary: Results-driven substitute teacher with more than 13 years of educational experience managing classrooms of 5-40 students. From discussing student performance with parents and faculty to collaborating with teaching teams to ensure curriculum continuity, I can contribute meaningfully to the educational value students need to return to pre-pandemic testing levels as a substitute teacher for The Friends School. Why these work: These are both specific, including job titles, school names, and metrics. They mention specific skill sets and highlight why they'd be a valuable contribution to each specific school. We understand that every job experience has value and has likely helped you develop into the educator you are today. Unfortunately, there's just not enough room to include everything. Plus, hiring managers should only see the very best (aka the most relevant) jobs you've had when they read your resume. So that means your time working as a barista isn't a great addition to your substitute teacher resume.Instead, focus on your most recent two to four job experiences. If you don't have much experience, shift to including projects, internships, and volunteer experiences (don't worry, we'll talk about these in more detail below). So, how exactly do you write about your work experience entries on your resume (aka the meat and potatoes of your resume)?First, eliminate lengthy paragraphs. Using three to five bullet points per work experience entry makes it easier for hiring managers to read, easier for you to write, and makes your resume more visually appealing. The content of your bullet points matters, too. Focus on using active language throughout. For example, you should say "sorted teaching supplies" instead of saying "the teaching supplies were sorted." Avoid personal pronouns like "me" or "I." They just take up space.Be consistent with periods—use them or don't, but don't do both.Use past-tense for past work experience. You can choose to use past or present tense on your current work experience.Here are some substitute teacher bullet points that take these tips to heart:Engaged students by developing team-building activities that enhanced student motivation by 36%Developed long-term plans for 10 special education students in an emotional impairment classroomManaged classrooms of up to 35 students for 12+ weeks at a time, leaving detailed weekly notes for teacher's review These bullet points are good because they're written in past tense using active voice, with consistent punctuation without any personal pronouns.We know it's a tall order to include all this, so we'd recommend just writing your resume however you want first. Then you can go back and look for these things one at a time. Start by adjusting to an active voice, then look for personal pronouns, and so on and so forth.You may have noticed one other thing about the bullet points listed above: they all include quantifiable metrics (numbers). Metrics are the key to making your substitute teacher resume successful since they increase readability and credibility. Try including metrics in at least 50 percent of your bullet points. As a substitute teacher, there are plenty of ways to leverage metrics. For example, take a look at the questions below:What's the average size of the classrooms you teach? Grade ranges? Have you been able to improve the average testing grades in your classroom if you've had a long-term substitute position?Have you received positive feedback or awards for your work?These examples use metrics to create succinct and impressive bullet points: Instructed math, art, and English classes (with an average of 22 students per class) from grades K-5Supported 3 struggling students to improve literacy targets by over 42%Collaborated proactively with parents, receiving 100% positive parent feedbackIf you're worried about specifics, know that your numbers don't have to be perfect—just an estimate will work. The numbers are there, so find them and use them!Want a good example? Check out this picture from one of our resume examples with metrics in every bullet point:It might not be the most exciting part of your resume, but it would behoove you to pay special attention to the skills section on your resume. This section is an excellent resource for hiring managers to see if you could be a good fit for their substitute teaching job. After all, it's a list of keywords listing your abilities; there's no better place to quickly determine if you're right for the job!It's also critical that you get this right if you want to pass the ATS scan. Without enough matching words, your resume might never see the eyes of the hiring manager. Focus primarily on hard skills, which are much easier to demonstrate and measure. Soft skills can play supporting roles to your hard skills. Aim to include six to 10 total skills, such as: Classroom ManagementLesson Planning Smart BoardsSpecial EducationCreative Problem SolvingBilingual (then list the other language)Recordkeeping Test PrepThese are appropriate because they focus more on hard, measurable skills rather than soft, less-relevant abilities. The key to getting this section right is by reading the job description. Scan it carefully to find repeated keywords that you can highlight on your substitute teacher resume. Typically, substitute teachers are required to have a bachelor's degree, with many preferred candidates studying early childhood education, psychology, or English. Of course, this varies by school, and some hiring managers may be fine with an associate's degree. When you're listing your education level, focus on the basics, like university name, graduation year, degree title, and awards. If you have an associates degree or higher, you don't need to include your high school diploma. Certain states or organizations may require you to have (and maintain) certifications. This calls for a new section, even if you only have one certificate or license. Whatever you have, include it, whether it's a state license in Substitute Teaching or a Special Education Certificate.Finally, if you've got a bit of wiggle room, you can consider including an optional section to outline your interests and hobbies on your resume. Though most substitute teachers don't need this section, it can be helpful in the following circumstances: If you're applying to work at a school that is passionate about individuality and creating a unique culture for students to thrive.Schools like this may be much more interested in your successful 3-episode campaign on Jeopardy, rather than your interest in home improvement projects.Make sure your resume is specifically tailored to each job to which you apply. We've touched on customization throughout this guide, but it's an important enough point that it bears repeating. Focus your attention on altering your objective/summary (if used), skills section, and job description bullet points for every job ad. To make your life easier, you can create a master list of your skills, potential work experiences, and drafts of possible objectives/summaries in a separate document. Then, you can pull from this document to make fully customizing your resume less of a hassle. As a substitute teacher, you've probably advised countless students to carefully proofread their essays and exams before they submit them. Although you probably just want to get this whole job application thing over with, it's worth taking your own advice. Step away from your resume for a day, and consider having friends or family review your work. Once you've had other people look it over, make sure you check your resume yourself one final time. You can even reach out to your alma mater to inquire about resume editing services they might provide for alumni. Give yourself a pat on the back, because you've just taken a major step toward perfecting your substitute teacher resume! Even if you're not yet done editing your resume, you've started your journey by putting in xtra research time.If you want to see how your resume formatting and content stacks up, you can use our resume checker to get AI-powered tips and tricks. Or, if you want to start from scratch, our resume builder deals with the formatting headache for you and provides AI-powered tips for improvements. We know you're going to do an awesome job teaching the next generation! Last updated on 01 May 2025 See history of changes 01 May 2025 - 1 new section (Showcase your achievements) added 02 Apr 2025 - 1 new section (Highlighting leadership growth) added 28 Feb 2025 - 1 new resume template (Special Education Behavioral Support Assistant) added Next update scheduled for 19 May 2025 Here's what we see in the best resumes for special education teacher assistant positions. Show Numbers to Show Impact: The best resumes show impact using numbers. Common metrics in this field are: student retention rate, exam scores, attendance rates, graduation rates. Match Your Skills With The Job Description: Include skills on your resume that you have and are mentioned in the job description. Some popular ones are lesson planning, classroom management, curriculum design, educational technology, special education. Do not include all of them. Highlight Technology Use In Teaching: Many schools now look for tech skills. Include snippets like using smart boards and online teaching tools. Place your education appropriately on your resume, based on where you are in your teaching career. If you are new to teaching, put your education at the top of your resume. This shows your latest training in education methods and subject mastery, which are key for a teaching role. Highlight degrees, certifications, and specialties that relate to teaching, like a Bachelor's in Education or a Teaching Certificate.If you have years of teaching experience, your work history should come first. Your experience in the classroom is your strongest point. Still, mention your education later on the resume. Include any additional qualifications or ongoing learning that make you a good fit for the job, like a Master's in Education or coursework in a specific subject area. Need more resume templates? resume example (text format)Copy to clipboardSherri WatersSubstitute Teacher] (717) 205-4343 | Lancaster, United StatesProfileExperienced and enthusiastic Substitute Teacher with a passion for teaching and inspiring others. Bringing forth several years of experience as a camp counselor and small-group instructor. Committed to learning about varying educational philosophies, and motivated by my appreciation of the human spirit and our innate desire to learn. Adept in following lesson plans and fostering a classroom environment conducive to learning. Bringing forth dedication, a love of education, and the desire to positively impact the lives of students. Work Experience07/2016 - 02/2019, Substitute Teacher, Lancaster School System, Lancaster Developed and implemented a well designed curriculum for students. Modified curriculum and instruction techniques to meet the needs of diverse learners. Served as an encouraging mentor to all of my students. Sought to facilitate meaningful discussions regarding the subject area. Integrated technology into the classroom when possible. 03/2013 - 06/2016, Assistant Teacher, Little Toad's Nursery School, Villanova Served as a dedicated and enthusiastic Assistant Teacher in a 3's and 4's program. Assisted the Head Teacher with daily tasks and special projects as needed. Helped to plan lessons based on student interests. Fostered a welcoming and positive learning environment. Communicated with parents as needed. Education09/2019 - 06/2019, Bachelor of Early Childhood Education, St. Joseph's College, Villanova09/2006 - 05/2010, High School Diploma, St. Dominic's Academy, VillanovaSkillsExcellent Communication SkillsAdvanced Teaching TechniquesClassroom Management SkillsKnowledge of Educational PhilosophiesModified Instructional TechniquesSpitballs and passing notes are an all-too-common movie trope, i.e. when the substitute teacher arrives, the class goes haywire. In real life, however, substitute teachers are far from clueless fill-ins.Substitute teachers serve as temporary replacements for full-time teachers when the regular teacher is ill or can't come to work. They most commonly work for public or private elementary or secondary schools, although sometimes they are employed by junior colleges, technical and trade schools, employment services, and child day care services.If you love teaching and want to step into the classroom, there is no substitute for having a strong resume. To compete and increase your chances of being hired, your resume should highlight your classroom management skills, ability to adapt to different learning environments, and experience working with diverse student populations.As a leading resource for job seekers in all fields, Resume.io offers 500+ occupation-specific resume guides and samples, and customizable resume templates. This guide, along with examples from a substitute teacher resume, will walk you through creating your own customized version to impress school administrators. We'll cover the following essentials: How to write a substitute teacher resume Picking the best resume format for a substitute teacher How to include your contact information Crafting an impressive resume summary Adding your teaching experience Listing education and relevant skills Selecting the right resume design/layout An overview of the substitute teacher market and salary trends Before creating your substitute teacher resume, it's important to know the key sections to include. Here are the key components to include:Just like students rely on a teacher for guidance and support, schools seek substitute teachers who can step in with ease. You'll need to show your ability to manage a classroom, keep lessons on track, and engage students—all while maintaining flexibility and patience under pressure.School administrators often don't have time to sift through every application they receive. Instead, they rely on ATS software to scan for keywords tied to essential teaching skills. This automated system filters out less qualified resumes before they reach a decision-maker's desk.That's why incorporating relevant keywords in your substitute teacher resume is important. Your first step is to understand the qualifications and skills each school seeks. Including these terms can significantly improve your chances of passing the ATS screening. While there's no guarantee, following this guide will boost your chances.Now, here are the main points to consider for crafting your substitute teacher resume: Highlight unique teaching skills, certifications, or classroom experiences that set you apart from other candidates. Use quantifiable metrics to show your impact, like improvements in student performance or classroom management success. Customize your resume to match the school's needs and specific job description. Optimize for ATS by incorporating relevant keywords, such as "curriculum development" or "classroom management." Starting with an ATS-friendly template helps ensure your resume gets noticed. Expert tip Be ready to battle the ATS Many school systems use ATS or Applicant Tracking Systems to rank resumes against one another and send only the best to HR or the principal. Make sure your resume avoids this digital black hole by including keywords from the job description in the profile summary and skills section. The easiest way to do this is to analyze the job listing and highlight the most important requirements—words that seem to come up often or those that are heavily emphasized. Another great source for keywords is researching the employer and learning its values, needs and educational priorities. The chronological resume format is typically the best choice as it's widely accepted and easy for employers to follow.However, if you're entering the workforce for the first time, shifting careers significantly, or have relevant experience outside traditional roles, consider alternative formats. A functional resume may better highlight transferable skills, training, or self-employment experience. Just like students need clear instructions to succeed in class, your substitute teacher resume should guide principals and hiring teams with ease. Ensure your contact details are front and center—without them, they may be left guessing who's the right fit for their classroom.Include the following information on your substitute teacher resume: Full name and title. Include your first and last name along with the job title you're seeking. Professional email. Use a clear and professional format like . Phone number. Provide a number where you can be easily reached. Location. Include only your city and state. Avoid street addresses and zip codes; mention "Willing to Relocate" if relevant. LinkedIn. Include your LinkedIn profile if it's up-to-date and relevant to your career. Don't include: Date of birth. Omit this to avoid age bias. Personal details. Exclude marital status, social security number, and passport number. Headshot. Avoid including a photo to prevent bias based on appearance. Sherri Waters Substitute Teacher (717) 205-4343 Lancaster, PA LinkedIn.com/in/sherriwaters Sherri Waters Subbing Master (717) 205-4343 1853 Bruxone Road, Lancaster, PA 17603, United States LinkedIn.com/in/submaster Just like a strong start sets the tone for the rest of the class period, a strong profile (also known as the summary) will carry the reader through the rest of your resume. A summary should give hiring managers a feel for your personality, previous experience and skills with just enough detail to make them want to keep reading for more.Note that resumes are mostly built on bullet-point lists with little room for free-form sentences. The profile/summary is the only exception, so it might be a good place for some short-form creative writing.The pitfall to avoid here is long-winded explanations. Evaluate each word critically, as they all need to be either action verbs (strong verbs describing concrete tasks or achievements), powerful adjectives or simply necessary for the grammatical structure. When writing the summary, it's important to keep the tone conversational and human-reader friendly. Just make sure to work in some keywords to make sure the ATS works in your favor.Your summary can also answer basic questions about your preferred grade levels, subject interests or availability. Just keep in mind that flexibility is often one of a substitute's most attractive attributes when it comes to hiring.You can find example substitute teacher resume summaries below: It's best to write your resume in reverse chronological order with your most recent experiences first. Work backwards until you have 2-3 relevant examples going no further back than 10-15 years. If you have enough experience in education, it's best to leave off completely unrelated experiences, unless they demonstrate knowledge of a particular subject area you plan to teach.Create a few bullet points under each job title keeping in mind the needs of the school when it comes to hiring subs.A few things to ask yourself about previous roles to create strong bullets: How did I demonstrate an ability to manage a classroom or another sizable group of people? What is my strategy for keeping a class orderly and safe? How did I incorporate creativity into a lesson without reinventing the wheel? How did I demonstrate effective communication both with students and fellow teachers and staff? How did I make life easier for the teacher or administrator? Example: Created lesson plans that boosted student engagement by 20% and improved behavior by 15%, as noted by teachers. Statistical insight! The shortage of substitute teachers is such a pressing problem that research shows more than half of teacher absences are not covered by a substitute, even when the administration knows in advance, according to Frontline Institute. How to write a substitute teacher resume with no experienceShowing that you've worked with children before, even if it wasn't as a teacher, will be a big advantage when it comes to securing a position as a sub. If you don't have any teaching or childcare experience, you may also be able to demonstrate your expertise in a field relating to one of the subject areas you will be teaching.Either way, it's important to tailor your resume to the job description of the position you're applying for by showing how your previous work experiences fostered the skills needed to be an excellent substitute teacher.While education is about knowledge, teaching is about skill. Anyone who has spent a day in a classroom can tell you that the brainiest professor doesn't always make the best teacher. That's because having the knowledge and being able to impart it are two different processes. The reality of substitute teaching is that your classroom management skills will be just as important as your teaching abilities. Students are likely to test your patience, and principals are looking for a substitute who can get through the day without cracking under pressure. When writing your skills section, you will probably primarily focus on soft skills—those innate qualities that make you an effective teacher students respect. But it's not a bad idea to throw in some hard skills, too. Hard skills are any abilities revolving around specific knowledge, computer programs, and pragmatic tasks.If you already have some knowledge of the school system you intend to work with, you can include the specific classroom technologies that are in use, as long as you are decently comfortable with them. If applying for a long-term position, you may already know what subject matter you will be assigned to teach. In that case, feel free to include your competencies related to that area. If you are applying for a general subbing role, you will want to keep your skill section more multipurpose. Expert tip Word cloud services like Worditout.com can make it easier to find important keywords by creating a visual representation of the most frequently used words in the job description. Then, plug them into the skills section. While the summary is a great place to cater to a human reader, the skills section is the perfect place to feed the ATS. Here's what the skills box looks like in our substitute teacher resume template. The amount of education required of substitute teachers can vary widely from state to state or even between school districts. There are a number of regions which will accept substitutes with only a high school diploma, while others ask for an associate's or bachelor's degree as the bare minimum. While a degree in education can be a big bonus, an unrelated degree is unlikely to stop you from being hired for a substitute position. In fact, candidates with other specialties often bring something new to the table, especially if the school district is in a position to offer some supplementary teacher training. If you have a bachelor's degree or higher, it's fine to leave your high school diploma off your resume. If you have passed a teaching exam or training, it's a great advantage to include it in this section. Additionally, some states require substitutes to pass a specific program designed to train them on teaching basics in case they come from another discipline. It's one thing to say you're a well-organized teacher. It's another thing to show it. One of the easiest ways to put some weight behind your words is through your resume layout and design.The layout is like the lesson plan for the principal to follow in evaluating your skills and experience. A high-quality layout that hits just the right mark when it comes to professionalism and style is the best way to give yourself a fighting chance at landing the substitute teacher role.In the education field, you'll want to keep the resume simple. While one accent color may be acceptable, it's best to keep the feel of the layout clean and free of unnecessary icons or pictures.If you need a little help building a layout that meets the right criteria, try resume.io's expertly crafted and HR-tested resume templates to get your resume on the principal's desk in no time.Substitute teacher text-only resume example According to the U.S. School Superintendents Association, "a shortage of substitute teachers, both in quantity and quality, across the country has never been more severe." The cause is twofold: many high-quality teachers prefer to take on full time roles instead of subbing.In addition, many current teachers are requesting more flexibility in a traditional rigid career, increasing the need for classroom coverage. In response to this imbalance, school systems have started increasing pay, offering bonuses, recruiting heavily and offering additional training to encourage more substitutes to join the pool. Statistical insight In a recent article from Devlin Peck, In 2023, there were over 55,000 teacher vacancies, kindergarten through high school 44% of public schools nationwide reported teaching vacancies 163,000 teachers aren't qualified for their jobs An estimated 270,000 teachers and staff quit or retire across the country every year (Sources: EducationWeek, National Center for Education Statistics, US Bureau of Labor Statistics) Substitute teachers in the U.S. earn annual mean wages of \$28,790, according to the Bureau of Labor Statistics. A standout substitute teacher resume is essential in a competitive job market. Emphasize your classroom management skills, adaptability, and experience with diverse students. Include quantifiable achievements like improved student engagement. Optimize for ATS by using relevant keywords and tailoring your resume to the job. Choose a clear, professional layout to ensure it passes initial ATS screenings.If you need a little help getting out of your living room and into the classroom, try our field-tested templates and custom builder tool to craft the perfect resume and meet your students in no time. Last updated on 09 May 2025 See history of changes 09 May 2025 - 1 new section (Show achievements, not tasks) added 10 Apr 2025 - 1 new section (Showcase leadership roles) added 14 Feb 2025 - 1 new resume template (Educational Program Coordinator for Substitute Teachers) added Next update scheduled for 19 May 2025 Here's what we see in the best substitute teacher resumes. Show Impact With Numbers: The best resumes use numbers to show impact. Metrics seen often include student attendance rates (95%), classroom control (95%), lesson plan completion (100%), and standardized test scores (88%) Include Skills From The Job Description: Include skills on your resume that you have and are mentioned on the job description. Some popular ones are classroom management, lesson planning, grading, student assessments, and teaching software. But don't include all of them, choose the ones you have and are mentioned in the JD. Highlight Flexibility And Adaptability: You need to show flexibility in this role. Use phrases like adapted lessons and managed diverse needs to show you can handle different situations. Need more resume templates?