

SHAPE Iowa 2026

Building a Resume 101



Joe Burch

K-5 Physical Education
Waukee, IA

SHAPE America Central District President

 @PEforLife

 burchpeforlife@gmail.com



Megan McCollom

6-8 Health and Physical Education
Robbinsdale, MN

MNSHAPE Executive Director
SHAPE America Central District Director

 @meg22mac

 megan.mccollom@mnshape.org

Agenda

1. How can you make your resume stand out? 
 2. What you should/shouldn't you include in your resume. 
 3. Tips/Tricks to improve your resume. 
 4. Resume resources at your university and using AI 
 5. Resume examples 
 6. Workshop time 
 7. Gallery walk 
- 

Where you at?

- Stand if you have a completed resume
- Raise your hand if you've started your resume
- Stay seated if you have not started your resume



Stand if you have a
completed resume



Raise your hand if
you've started your
resume



Stay seated if you
have not started
your resume

How to make your resume stand out



1. Clear/concise



2. Make your NAME prominent!



3. Strength of references



4. Do you give back to the community?



5. Leadership experiences

"If you are reviewing an application or their attachments and there are typos or missing capitalization/punctuation, it automatically makes you wonder about that applicant's attention to detail which is a concern."

-Current Administrator

Resume Necessities

Must Haves:

-  Contact information
-  Education/Endorsements
-  Certifications (CPR, AED, WSI)
-  Work summary
-  Professional organizations
-  Conferences attended
-  Awards or achievements
-  References

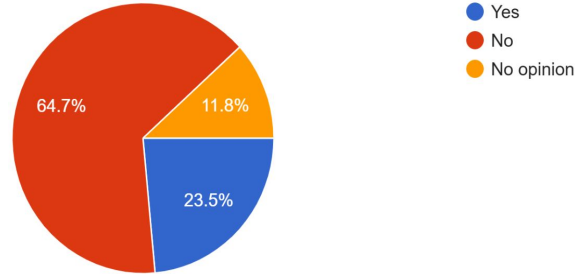
Might Haves:

-  Objective or professional summary
-  Skills
-  G.P.A.
-  Headshot
-  Link/QR code to portfolio or video of you teaching

Survey Results

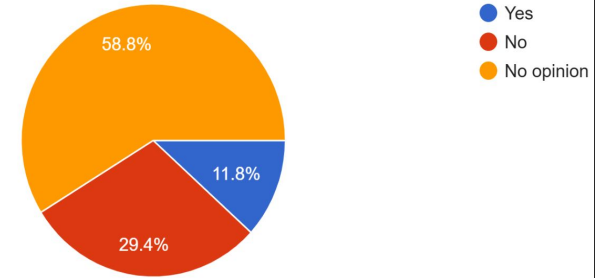
Do you find value to include an "objective?"

17 responses



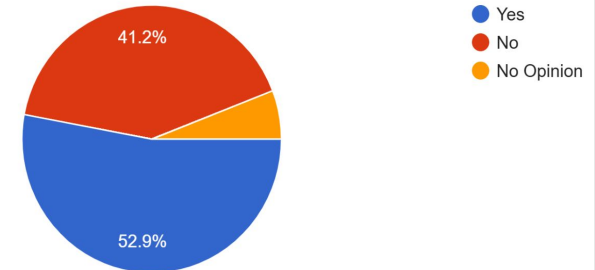
Would you suggest including a professional headshot?

17 responses



Do you find value to include a list of "skills?"

17 responses



What do they want from me?

“

"I want to know what you've done in a clear, concise manner to highlight your effectiveness and what you'll bring to enhance my building."

-Current Administrator

”



Grammar > Fancy



Proofread for spelling errors!



Easy to read



Willingness to take on coaching or other duties.

What don't they want from me?



Jobs/experiences that don't apply to the job.



Unprofessional email address.
partyanimal@email.com



References that won't speak highly of you!

Just the tips...and tricks

- ✓ -1 to 2 pages (plus references).
- ✓ -Include BOTH school and personal contact information for references.
- ✓ -Add SOME color.
- ✓ -Be willing to apply for jobs that aren't your "dream job."
- ✓ -Have an administrator observe you student teaching.
- ✓ -Have someone from your university review your resume!



Help me, I'm poor...

- Check with your school's career center 
- Use AI 
 -  ChatGPT/Gemini/Co-pilot
 -  Wordsmithing
 -  Formatting
 -  Customize to job posting



Wordsmithing

Job experience:

● Server



- Took food orders



- Used POS system



- Brought food to tables



- Cleaned tables

Job experience:

- Server | Restaurant Name | Dates

- Provided exceptional customer service in a fast-paced dining environment, ensuring guest satisfaction and repeat business.



- Managed multiple tables efficiently, balancing order accuracy, timeliness, and hospitality.



- Processed payments, handled cash transactions, and assisted with opening/closing procedures.



- Collaborated with kitchen and bar staff to deliver high-quality dining experiences.

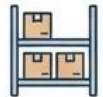
Wordsmithing

Job experience:

- Retail cashier and customer service



- Used a register for purchases and returns



- Restocked shelves



- Helped customers



Job experience:

- Retail Sales Associate | Store Name | Dates

- Provided excellent customer service by assisting shoppers, answering questions, and resolving concerns to enhance the shopping experience.



- Processed transactions efficiently using POS systems, handling cash, credit, and returns while maintaining accuracy.



- Maintained store appearance by organizing merchandise, restocking shelves, and ensuring product displays were visually appealing. Collaborated with team members and management to meet daily sales goals and improve store operations.

Wordsmithing

Job experience:

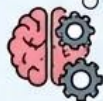
● Coach

- Taught kids how to play (sport)
- Ran practices
- Created game plans
- Talked to parents



Job experience:

- Youth Coach | Sport | Organization/School | Dates



- Taught fundamental skills, sportsmanship, and teamwork to athletes ranging from (age group).
- Developed individualized training plans to enhance player growth and confidence.
- Served as a role model, instilling discipline, work ethic, and leadership in student-athletes.
- Collaborated with parents and staff to ensure a holistic approach to athlete development.





JOSEPH BURCH

Address: 123 Anywhere St., Any City
Phone: 123-456-7890
Email: bigdaddy31@hotmail.com

SUMMARY

I've done a lot of stuff that is good stuff good for kids in school. I want to be a PE teacher someday and might be ok at it when given the chance to do good stuff goods.

WORK STUFF

Casey's Worker

Jan 2023 - Present

- Had a job there and made really good pizza. Like seriously I am good at. making pizza dough and putting toppings on.

Holister Worker

Feb 2021 - Dec 2022

- Folded clothes and did the cash register some days while I made enough money to buy clothes for myself.f

EDUCATION

Schooling information

Aug 2016 - Oct 2019

GPA: 1.7

ADDITIONAL INFORMATION

- Technical Skills: Typing and atenton to detail

“Bad” Resume Example

"Good" Resume Example

JOSEPH BURCH



burchPEforLife@gmail.com



641-780-7202



5501 148th Cir, Urbandale, IA 50323

CERTIFICATIONS

K-12 IOWA ADMINISTRATIVE LICENSE

- Evaluator Approval

STATE OF IOWA MASTER LICENSE

- K-12 Physical Education
- K-12 Athletic Coach

EDUCATION

EDS- NORTHWEST MISSOURI STATE

May 2021 - December 2022

- Major: K-12 Educational Leadership

MS- UNIVERSITY OF CENTRAL MISSOURI

May 2011 - December 2012

- Major: Physical Education, Exercise, and Sport Science
- Concentration: Sport Business Administration

BA-CENTRAL COLLEGE

August 2004 - May 2008

- Major: Exercise Science
- Concentration: Physical Education

AWARDS

IAHPERD 2014

- Iowa Elementary Physical Education Teacher of the Year

ADMINISTRATIVE EXPERIENCE

PRESIDENT AND LEADERSHIP COUNCIL

SHAPE America Central District / 2024-2026

SHAPE IOWA CO-EXECUTIVE DIRECTOR

SHAPE Iowa / Nov, 2020 - June, 2024

- Maintained the budget for the association.
- Assisted in creating meeting agendas.
- Conducted mock interviews for future teachers.

EXECUTIVE BOARD PAST-PRESIDENT

Iowa Association for Health, Physical Education, Recreation, and Dance / 2017-2020

- Planned and coordinated state conventions and workshops.
- Attended School Administrators of Iowa annual conference to advocate for quality Physical Education and Health programming.
- Represented Iowa at the SHAPE America National convention.

SUMMER ATHLETIC DIRECTOR

Pella Schools / 2012-2015

TEACHING EXPERIENCE

K-5 PHYSICAL EDUCATION TEACHER

Waukee Schools / Aug, 2018 - Present

- Teach health and wellness lessons to elementary students.
- Serve on the Building Leadership Team.

ADJUNCT INSTRUCTOR

Grand View University / 2020-2022

William Penn University / 2016-2018, 2020-2021

- Taught future educators about the importance of Physical Education and Health for their methods course requirement.

K-6 PHYSICAL EDUCATION TEACHER

Pella Schools / Aug, 2008-May, 2018

“Bad” Resume Example





MEGAN 
MCCOLLOM

HEALTH & PE TEACHER
 meg22mac@gmail.com  612-325-6186

ABOUT ME

Adept in instructional design and curriculum writing with over 12 years' experience executing differentiated instructional plans and teaching students of varying ability levels in public school settings. Strong ability to differentiate instruction, create assessment tools and analyze results, strong problem-solving skills, fast learner, flexible, and able to apply new knowledge to various situations. Self-motivated, detail oriented, able to multitask, goal-oriented, excellent verbal and written communication skills. Able to collaborate effectively, be creative, take on leadership roles, manage time and complete tasks in a timely manner.

SKILLS

- ★ Gamification
- ★ Coaching
- ★ Curriculum writing

EXPERIENCE

- ★ **Health and PE Teacher**
FAIR School Crystal Grades 6-8 (2022)
- ★ **Special Education Teacher**
FAIR School Crystal Grades 5-8 (2019)
- ★ **Special Education Teacher**
*Robbinsdale Transition Center
Ages 18-21 (2018)*

EDUCATION

- **Master of Science in Educational Technology**
Minnesota State Uni. Mankato (2107)
- **Bachelor of Science**
St. Cloud State Uni. (2013)

LICENSES

- Health • PE • DAPE

"Good" Resume Example



Megan McCollom

Health, Physical Education,
and Adapted Physical
Education Teacher

Profile

Adept in instructional design and curriculum writing with over 12 years' experience executing differentiated instructional plans and teaching students of varying ability levels in public school settings. Master's Degree in Educational Technology. Strong ability to differentiate instruction, create assessment tools and analyze results, strong problem-solving skills, fast learner, flexible, and able to apply new knowledge to various situations. Self-motivated, detail oriented, able to multitask, goal-oriented, excellent verbal and written communication skills. Able to collaborate effectively, be creative, take on leadership roles, manage time and complete tasks in a timely manner.

Work Experience

- Dec. 2018 - Present
Robbinsdale Area Schools | New Hope, MN
Health and Physical Education Teacher (2022-Present)
Special Education Teacher (2018-2022)
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- Feb. 2018 - August 2018
De Anza College | Cupertino, CA
Technology Training Specialist
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam pharetra in lorem at laoreet. Donec hendrerit libero eget est tempor, quis tempus arcu elementum. In elementum elit at dui tristique feugiat.
- Aug. 2014 - July 2017
Robbinsdale Area Schools | New Hope, MN
Developmental Adapted Physical Education Teacher
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam pharetra in lorem at laoreet. Donec hendrerit libero eget est tempor, quis tempus arcu elementum. In elementum elit at dui tristique feugiat.

References

Dr. Sue Tarr
Minnesota State University Mankato

Phone: +123-456-7890
Email: hello@reallygreatsite.com

Stephanie Morris
SHAPE America CEO

Phone: +123-456-7890
Email: hello@reallygreatsite.com

Contact

megan.mccollom@mnsshape.org
612-325-6186
Bloomington, Minnesota

Education

- Minnesota State University Mankato
Master of Science in Educational
Technology
Completed In 2017
- Saint Cloud State University
Bachelor of Science in Health and
Physical Education with a
Developmental Adapted Physical
Education Minor
Completed In 2013
Bachelor of Elective Studies in Health
and Physical Education Non-teaching
with a minor in Computer Science
Completed In 2011
- Normandale Community College
Associate of Science with the
Minnesota Transfer Curriculum in
Elementary Education Foundations
with a specialty in Mathematics
Completed In 2007

Skills

- Instructional design
- Gamification
- Leadership experience
- Differentiation
- Communication Skills
- Curriculum writing
- Educational technology

Awards

November 2020 | MNSHAPE
Presidential Award

September 2015 | MN DAPE Leadership
Young Professional of the Year Award

Work Time!

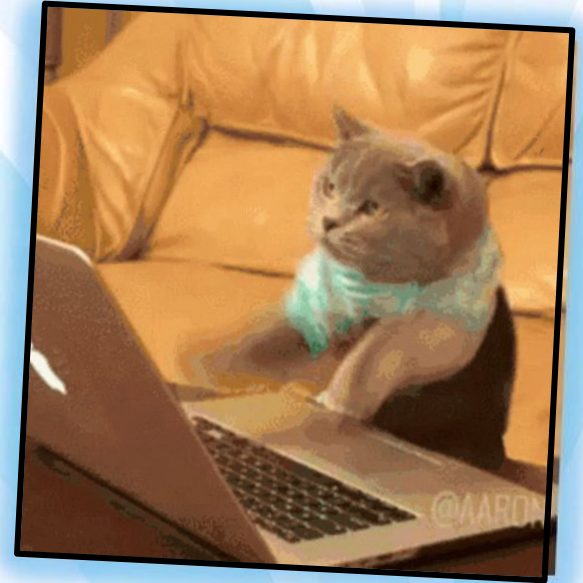
Choose a template: www.canva.com

Include:

- ✉ Contact Information
- 💼 Work/Job Experience
- 🤝 References

Optional:

- 👤 Headshot
- 🗺 Objective/Mission Statement/Your “Why”
- ⚙ Skills



Cover Letters

“The cover letter is my first ‘interaction’ with a potential teacher. I get to hear their voice and understand the essence of who they are, if it is well written. Teachers with a heart for students and for teaching have a chance to show that in the cover letter. Don’t use AI to write it because your voice doesn’t come through.”

-Current Administrator



Questions?



Joe Burch

K-5 Physical Education
Waukee, IA

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