

How to Write a Resume That Will Get You Hired

This document provides a comprehensive guide for potential child care employees to create a professional, eye-catching resume. Follow these steps to craft a resume that will help you stand out to employers in the child care field.

1. Select the Right Resume Format

Choose a format that best represents your experience and strengths:

- **Chronological:** Ideal for those with continuous child care experience. List your most recent jobs first.
 - **Functional:** Great for new graduates or those with limited experience in the field, emphasizing skills over work history.
 - **Combination:** Combines the strengths of both formats, showcasing relevant skills while highlighting recent positions.
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2. Personal Information

At the top of your resume, include:

- **Full Name**
- **Phone Number**
- **Email Address**
- **Location** (City, State)
- **LinkedIn Profile** (optional but recommended if it's professional)

Tip: Ensure that your email address is professional, avoiding nicknames or personal phrases.

3. Write a Professional Summary

A brief summary should go under your contact details, summarizing your experience and enthusiasm for child care in 2 or 3 sentences. **Tailor this to each job you apply for, using keywords from the job description.**

Example:

"Passionate early childhood educator with 4+ years of experience working with preschool-aged children. Skilled in creating nurturing environments that support social-emotional growth."



Looking to bring expertise in child development and behavioral management to XYZ Child Care Center.”

4. Detail Your Work Experience

List your relevant job experience, including volunteer work. For each position, include:

- **Job Title**
- **Employer**
- **Dates of Employment**
- **Bullet Points of Responsibilities and Achievements**

Use strong action verbs and quantify your impact wherever possible. Focus on child care-specific roles, but include transferable skills from other jobs (e.g., teamwork, communication, organization).

Example:

Assistant Teacher | Happy Tots Preschool | January 2021 – Present

- Organized engaging, age-appropriate learning activities for 15 preschool children, enhancing motor skills and creativity.
 - Established positive relationships with parents, providing regular progress updates and addressing concerns.
 - Collaborated with lead teacher to implement new behavior management strategies, reducing classroom incidents by 20%.
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5. Highlight Your Key Skills

Create a dedicated skills section to show your qualifications for child care. Consider skills like:

- **Early Childhood Development**
- **Behavior Management**
- **Child Safety & First Aid**
- **Classroom Management**
- **Communication Skills**
- **Patience & Adaptability**
- **Lesson Planning**

Tailor the list to match the job description of the role you are applying for, focusing on the skills that the employer values most. Be ready to back up these statements with documentation and examples should you be asked for an interview.



6. List Education and Certifications

Employers often prioritize formal education and certifications. Be sure to list:

- **Degrees:** Any degree related to education or child development should be clearly listed.
- **Certifications:** Include First Aid, CPR, CDA (Child Development Associate), or other early childhood education certifications.

Example:

Associate Degree in Early Childhood Education

Community College of ABC | Graduated May 2022

CPR and First Aid Certified

American Red Cross | Issued March 2023

7. Include Relevant Volunteer Experience

Volunteer experience in child care settings is a great way to demonstrate your dedication to the field, especially if you lack formal job experience. Use the same format as work experience.

Example:

Volunteer Assistant | Community Child Care Center | Summer 2023

- Assisted with snack preparation, classroom setup, and activity planning for 20 children.
 - Supervised outdoor play and ensured child safety during daily activities.
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8. Professional Development & Training

Demonstrate your commitment to ongoing learning by listing relevant training and workshops. Include free or paid courses from recognized organizations like ChildCareEd.

Example:

Montessori Assistant Training | ChildCareEd | Completed September 2024

Understanding Child Behavior | ChildCareEd | Completed July 2023

9. Tailor to the Job



Before submitting your resume, take a close look at the job posting and **adjust your resume to match the employer's needs**. Focus on the skills and experiences that align most closely with the role.

Pro Tip: Use keywords from the job description to ensure your resume passes any applicant tracking systems (ATS) that might filter applications.

10. Final Check

- **Proofread:** Avoid any spelling or grammatical errors.
 - **Formatting:** Use consistent fonts, headers, and bullet points.
 - **Length:** Keep your resume concise and ideally within one page unless you have extensive experience.
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Additional Tips

- **References:** You don't need to list references on your resume. Instead, have them ready to provide when requested.
 - **Cover Letter:** Always include a customized cover letter highlighting why you're a perfect fit for the specific job for which you are applying.
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Resume Checklist:

- Is your contact information accurate?
- Is your summary tailored to the position?
- Are your experiences and skills clearly listed and quantified where possible?
- Have you listed relevant education, certifications, and training?
- Have you proofread your resume for errors and clarity?

By following this guide, you can create a professional resume that showcases your qualifications and passion for child care, giving you the best chance to land an interview.

