



MONTESSORI MAKERS MATCHHUB
Where Guides & Schools Find Their Match

Montessori Résumé Self-Evaluation Checklist

Use this checklist to ensure clarity, alignment, and professionalism.

1. Contact Information

- Name, city, email, phone number
- Professional portfolio link (optional but encouraged)

2. Summary

- 2–4 sentence Montessori-aligned summary
- Includes age level, credential, years of experience, key strengths

3. Skills

- Montessori skills by age level
- SEL and DEIB skills included
- Technology and communication skills included

4. Certifications

- AMI/AMS diploma clearly listed
- Age range specified
- CPR/First Aid
- Relevant PD and specialty training listed

5. Experience

- Strong action verbs (guided, designed, implemented, facilitated)
- Measurable or observable impact
- Clear age level indicated
- Consistent tense (past for past roles, present for current roles)
- 4–6 robust bullet points per position
- No task-only bullets

6. Formatting

- Consistent spacing and alignment
- No more than two pages
- ATS-friendly, simple layout
- Saved as PDF

7. Tone & Alignment

- Warm, clear, grounded, Montessori-aligned language
- Avoids jargon or generic phrasing
- Demonstrates equity, inclusion, and professionalism