



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