

Montessori Matchhub Résumé Guide

Creating clarity, alignment, and opportunity for Montessori educators.

1. Choose a clean, ATS-friendly format.
Avoid heavy graphics or decorative formatting. Use a clear structure:
Contact Info → Summary → Skills → Certifications → Experience → Education
Use standard fonts, simple spacing, and save as a PDF unless otherwise requested.
2. Start with a Montessori-aligned summary.
Write 2–4 sentences capturing your Montessori identity, including:
 - Age level(s) you support
 - Credential (AMI, AMS, or other)
 - Years of experience
 - Key strengths such as observation, prepared environment work, SEL leadership, DEIB grounding, cosmic curriculum, collaboration, or family partnership
3. Highlight Montessori credentials clearly.
List credentials in their own section, including:
 - AMI/AMS diploma and age level
 - State licensing or required ECE units
 - CPR/First Aid
 - Relevant professional development related to DEIB, SEL, neurodiversity, trauma-responsiveness, language development, or nature-based education
4. Use skills that reflect modern Montessori practice.
Montessori: observation, prepared environment, materials by area, cosmic education
Professional: collaboration, communication, documentation, family partnership
DEIB: anti-bias lens, cultural responsiveness, trauma-informed practice
SEL: conflict resolution, community circles, emotional literacy
Technology: digital portfolios, communication platforms, classroom tools



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Where Guides & Schools Find Their Match

5. Write impact-oriented bullet points.
Avoid “responsible for...” and generic task lists. Use verbs that show impact and outcomes, such as:
 - Guided 18 children through 3-hour work cycles, increasing independence
 - Designed SEL routines that reduced peer conflict
 - Created work plans strengthening student executive function
 - Developed rotating materials that improved engagement
 - Facilitated restorative circles that improved community accountability
6. Keep length consistent with experience.
 - New educators or assistants: 1 page
 - Experienced guides (8+ years): 1–2 pages max
7. Tailor to age level.
Match your résumé to the developmental stage:
Primary (3–6): Practical Life, Sensorial, early literacy, grace & courtesy
Lower Elementary (6–9): math/language sequencing, cosmic storytelling
Upper Elementary (9–12): research, project work, leadership and community roles
Infant/Toddler (0–3): care routines, movement, language modeling, respectful caregiving
8. Reflect Montessori tone.
Use warm, clear, student-centered, grounded language. Avoid jargon, clichés, and overly corporate phrasing.
9. Add optional sections when relevant.
Languages • DEIB training • Additional certifications • Nature education experience • Portfolio link • Professional memberships
10. Proofread with care.
Résumés should reflect Montessori values of order, precision, and beauty.
Review spacing, alignment, tense consistency, and clarity.