

NAME

Address • Phone Number • Email

SUMMARY OF QUALIFICATIONS (Can also be called PROFESSIONAL PROFILE) (optional) In this section, you can highlight special skills, second language, experience as teacher and leader. You can use bullet items (see examples) or use “paragraph” form, but start each sentence with an action verb.

EDUCATION

Graduate University, City, State

Major, Minor, GPA (if 3.5 or above), Graduation Date (Month/Year)

Undergraduate University, City, State

Major, Minor, GPA (if 3.0 or above), Graduation Date (Month/Year)

CERTIFICATIONS

Insert all certifications; include state, content area, and date received or expected

TEACHING EXPERIENCE

Insert relevant professional, part-time, student teaching or volunteer experience. Remember: Tailor to the job post!

Organization, *Role*, City, State, Dates (Month/Year-Month/Year)

- Describe activities, skills and achievements—avoid generic teaching activities. For example:
- “Utilize manipulatives in mathematics and science to enhance understanding”
- “Developed technology based lessons centered on active engagement and cooperative learning”
- “Created instructional materials and strategies consistent with students’ learning and behavioral needs”
- “Differentiated instruction through tiered lessons and assessments geared to learning styles and abilities”
- Always start these descriptions with action verbs, e.g., “Coordinate,” “Assist,” “Increase,” etc. Be sure to use present tense for current job and past tense for past jobs
- The more detail the better! Discuss specific use of technology, curriculum, pedagogy, and strategies
- Quantify! How many students did you work with? Provide data about student achievement too

Organization, *Role*, City, State, Dates (Month/Year-Month/Year)

- Describe activities, skills and achievements—avoid generic teaching activities
- Always start these descriptions with action verbs, e.g., “Provide,” “Promote,” “Strengthen,” etc.
- The more detail the better! Discuss specific use of technology, curriculum, pedagogy, and strategies
- Quantify! How many students did you work with?

ADDITIONAL/RELEVANT EXPERIENCE

Insert less-related professional, part-time, internship or volunteer experience. Remember: Transferable skills!

Organization, *Role*, City, State, Dates (Month/Year-Month/Year)

- Describe activities, skills and achievements
- Always start these descriptions with action verbs, e.g., “Design,” “Create,” “Collaborate,” etc.
- The more detail the better! It is important to highlight transferable skills

Organization, *Role*, City, State, Dates (Month/Year-Month/Year)

- Describe activities, skills and achievements
- Always start these descriptions with action verbs, e.g., “Liaise,” “Contribute,” “Compile,” etc.
- The more detail the better! It is important to highlight transferable skills

PROFESSIONAL DEVELOPMENT

Insert workshops, conferences or field-specific training. Remember: Graduate program and/or field experience!

AWARDS AND HONORS

Insert awards, honors and merit-based scholarships

PROFESSIONAL ASSOCIATIONS

Insert professional affiliations, e.g., National Catholic Education Association

SKILLS AND LANGUAGES

Insert computer skills, assessments or program knowledge. Include education tools, e.g., SMARTboard, Blackboard, etc. Insert additional languages.

NAME

Address • Phone Number • Email

Today's date

Your addressee's name

Professional title

School name

Mailing address

City, state and zip

Dear Mr./Ms./Dr. _____ :

PARAGRAPH 1

State your interest in obtaining the position at the school. Be sure to state where you found the job posting. Identify 2-3 skills listed in the posting that qualify you as an excellent fit.

PARAGRAPH 2

Showcase that you are a perfect candidate for the position. Provide examples of how you have demonstrated each skill that was mentioned in the job description using relevant work experience. 1-2 sentences should be devoted to each skill. [Insert skill 1 from job posting → relevant experience using skill 1. Insert skill 2 from job posting → relevant experience using skill 2. Insert 1 skill 3 from job posting → relevant experience using skill 3]. Show how you are a good fit for that particular organization.

PARAGRAPH 3

Demonstrate your knowledge of the profession and of the school. Add your final selling points. Thank the addressee for his/her time and consideration of your candidacy.

Sincerely,

Your name (typed)

COVER LETTER

NAME

Address • Phone Number • Email

Today's date

Your addressee's name

Professional title

School name

Mailing address

City, state and zip

Dear Mr./Ms./Dr. _____ :

PARAGRAPH 1

Thank the interviewer for his/her time and the opportunity to interview.

PARAGRAPH 2

Re-state your interest in the position and the reasons you are a good fit for their school, by highlighting topics you discussed during the interview where you sold yourself well, and topics the interviewer brought up which were interesting to you. Let the interviewer know you enjoyed the conversation.

Explain any additional info you might not have shared in eh interview.

PARAGRAPH 3

Thank the interviewer again for their time and consideration. Tell them you look forward to hearing from them soon.

Sincerely,

Your name (typed)

THANK YOU LETTER

REMINDERS AND TIPS

RESUME

- Use your resume to illustrate how your abilities meet the needs of the school/organization. These needs are determined by your research.
- An effective resume details your unique achievements and makes you stand out from the crowd.
- In terms of appearance, an effective resume must be readable and consistent. Readability refers to such factors as font size, white space and margin width and depth, which helps draw the reader's eyes to important information. Use these elements consistently.
- Use your job descriptions to highlight achievements and results. Instead of saying what kind of teacher you are, prove your point by demonstrating what you did.
- Use vivid and powerful language throughout your resume.
- Do not worry about keeping the résumé to one page!
- Put your header (name and address) on both pages; print on only one side of a page and do not staple pages together

COVER LETTER

- Personalize every cover letter you send out to the person and the school receiving it.
- Open your cover letter by expressing your interest in a specific position. Do not send out general cover letters or cover letters that express interest to any position you might be qualified for.
- Do not only show how you are qualified for the position; show how you are the *best* candidate through matching your experiences with the needs of that particular school/organization.
- Keep the content of your cover letter focused on what you can do for the school/organization, not what they can do for you.

THANK YOU NOTES

- Send a thank you note within 24 hours of ANY interview, including phone interviews.
- Thank you notes may be by mail or email. If in an email, maintain professional format and style.
- In the content of your thank you note, reference highlights of your interview and re-state your interest in the school/organization and position.
- Send a personalized thank you note to each person who interviewed you.