

APPLICATION, RESUME & INTERVIEW

COMPETITION READINESS

AREAS OF FOCUS

- Individual event
- Job application and resume must be typed using 12 pt. font
- Job application must be the application received in the competition packet
- Resume must not exceed two (2) pages
- Resume should include all information relevant to teaching, including any leadership roles
- Resume should include work experience and/or volunteer experience
- Position desired (Elementary, High School, Special Ed, etc.) must be indicated
- Interview will be conducted at the competition
- Interview questions will be focused on your teacher preparation and skills needed
- Dress professionally

PREPARATION TIPS

- Don't leave any blanks on your application; if something doesn't apply, use a dash or N/A
- If using personal interest information, be sure to limit it to interests dealing with teaching or working with students
- Be sure to spell check your documents and use proper capitalization and punctuation
- You must have three (3) complete references
- Your resume should have brief statements - not wordy paragraphs; describe with examples when possible (not just "dependable" - *ex: I have never missed a shift in two (2) years working for...*)
- Show dates of volunteer work, athletic and/or scholastic accomplishments
- Use a clear font for the resume
- Be sure that your contact information is professional - *ex: your voicemail recording is proper; your email address is proper*
- Be prepared for common interview questions - *ex: "Tell me about yourself"*
- Be brief but thorough with your answers
- Be careful using slang; check your grammar
- Know that it is acceptable to ask for a question to be repeated if you do not understand what is being asked
- Have some questions for the interviewer
- Show your passion for teaching in your interview - *ex: what you accomplished in field experience*
- Pay careful attention to your body language - your posture; make good eye contact; have a firm handshake; use your smile!
- Before the interview, check your hair, clothing and overall appearance
- Be confident in yourself
- Prepare (role play) with family, your teacher, your friends before you go to the competition

APPLICATION, RESUME & INTERVIEW COMPETITION

Entry Per School	3
Type of Event	Individual
State Competition	Yes
National Competition	Yes

Program Standards: 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.5, 4.2, 4.3, 4.4, 5.2, 6.2, 6.3, 6.4, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 10.2, 11.1, 11.2, 11.3, 11.4, 13.3

PURPOSE

The purpose of the application, resume and interview competition is to provide students the opportunity to develop their job applying and interviewing skills for future teaching positions. In this competition, entrants apply for one (1) of two (2) positions in the education field. These include submitting a cover letter explaining why the entrant is a good candidate for the position as well as submitting a resume that details relevant work, volunteer and educational experiences.

GENERAL INFORMATION

Judges will review the cover letters, resumes and applications. Just like any job application process, they will select the top 10 applicants from two (2) positions. The two (2) position options are: Classroom Teacher Assistant and Teacher (Grade 6 self contained). The finalists will be notified prior to the state conference and will be interviewed at the FEA State Competitions. The job application included in this packet is to be submitted with a cover letter & resume by February 1 with FEA State Conference & Competition registration. Entries must be postmarked no later than February 1.

The **Interview** will be conducted like any standard job interview. The judges will act as the school's hiring committee. The interview will last approximately 15 minutes. The same questions will be asked of all candidates related to their preparation and skills related to their chosen teaching pathway. A scheduled time will be assigned and provided to the chapter advisor prior to the conference competitions.

The **Cover Letter** must identify the position for which they are applying. It should compliment, not duplicate the resume and explain the reasons for the entrant's interest in the position and school. The letter should identify his/ her most relevant skills and experience and express a high level of interest and knowledge about the position. The cover letter must follow a standard cover letter format, including the return address of the entrant, date, complete name, address, title of recipient, a salutation, the body of the letter and a closing. It should be typed in English using 12 pt. fonts and is not to exceed one (1) page.

The **Resume** must not exceed two (2) pages and include information about leadership roles, experience, & preparation relevant to teaching and will be skills based with relevant job and volunteer experience, education and leadership roles. The resume should be clear and concise. Bullet points should be used to highlight strengths, accomplishments and specific experiences. The resume should include at least two (2) references.

- Job application and resume must be typed using a 12 pt. font
- All information must be accurate and supported. Information should not be fabricated
- ECAP, Resume & Interview will count for 15 percent of total score
- Pre-Qualifier online will count for 10 percent of total score
- Job application and cover letter will count for 20 percent of total score
- Resume will count for 20 percent of total score
- Interview will count for 35 percent of total score
- Interview will be approximately 15 minutes

SUBMISSION INFORMATION

- Complete ECAP, Resume & Interview prior to entry deadline and submit a copy with registration
- Submit job application, cover letter and resume for review on or before entry deadline
- Take the **Pre-Qualifier** online during designated times with appropriate proctors
- Application, cover letter and resume will be reviewed by panel of judges
- Top 10 applicants will be selected and notified to interview at the competition two (2) weeks prior to the event
- Interview will be conducted at the FEA State Competition by a panel of judges

Scoring Guidelines: See the scoring rubric for specific scoring items and guidelines

RESUME GUIDELINES

THE FUNCTIONAL RESUME (PREFERRED)

The Functional Resume will generally follow this type of pattern:

- Name and address header
- Opening headline, objective or occupational title
- Summary of qualifications
- Experience highlights
- Work/employment history
- Education and specific computer, software or equipment skills or training

Breakdown: The functional resume format uses a summary introduction section followed by a detailed description of the job seekers **skills and expertise in specific functional areas**. This "functional" section serves as the main area of content. Work history will be listed below, usually in reverse chronological order. Work history is represented as a simple listing and does not include descriptions of the job. Education and other sections are listed below.

THE CHRONOLOGICAL OR REVERSE-CHRONOLOGICAL RESUME

The chronological resume (also referred to as reverse-chronological) format is by far, the most common resume layout in use. In using this format, the main body of the document becomes the Professional Experience section, starting from the most recent experience going chronologically backwards through a succession of previous experience. This resume works to build credibility through experience gained while illustrating career growth over time.

Individuals with any of these conditions may effectively consider a chronological resume:

- A successive career background in the field of similar distinction to the next job being sought after
- Someone with limited work history, however, gaining experience in areas of competency applicable to the sought position through some previous work
- Job seekers with a steady track record without significant lapses in employment

The outline for a chronological or reverse-chronological resume will generally follow this type of pattern:

- Name and Address Header
- Opening Headline, Objective or Occupational Title
- A brief Summary of Qualifications
- Professional Experience as main body of the document
- Education and specific Computer, Software or Equipment Skills or Training

Breakdown: This resume format starts with a brief summary or objective section. Qualification highlights sections are optional and are considered to be part of the summary section. Experience is then listed to follow the summary. Job descriptions are listed in reverse chronological order starting from most recent experience to least recent experience. The education section is next and then can be followed with additional sections such as: Publications, Professional Affiliations, Awards, Honors, Volunteer Work, etc.

JOB DESCRIPTION #1

Title: Teacher Assistant

Position Type: Part-time

Positions Available: 1

Qualifications:

1. Some teacher preparation coursework at the high school level
2. A proven ability to work in a polite and friendly manner with many different publics
3. Must have strong communication and organization skills and be able to work with others

Job Goal:

Greenway Middle School is seeking a classroom teacher assistant. Candidates should be able to assist in creating a flexible program appropriate for 7th grade students and a class environment favorable to learning and personal growth.

Candidates will be responsible for establishing effective relationships with students and motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for high school education. Candidates will also be responsible for establishing good relationships with parents and other staff members.

Performance responsibilities (include but are not limited to):

1. Assist classroom teacher with instruction of reading, language arts, social studies, mathematics, science, health or other assigned subjects, using the curriculum adopted by the school committee as well as other appropriate learning activities
2. Help develop lesson plans and instructional materials
3. Assist with individualized and small group instruction to adapt the coursework to the needs of each student
4. Help translate lesson plans into learning experiences
5. Help establish and maintain standards of student behavior, creating a positive class atmosphere that promotes learning
6. Assist in evaluating students' academic and social growth by keeping appropriate records and preparing progress reports
7. Help communicate with parents/keep parents aware of student's progress by participating in parent-teacher conferences, as well as other means of communication
8. Help identify student needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems
9. Help create an effective environment for learning through functional and attractive displays, bulletin boards and interest centers
10. Help supervise students in out-of-classroom activities during the assigned working day as appropriate
11. Help administer group standardized tests in accordance with district testing program
12. Perform such other tasks and assumes such other responsibilities as may from time to time be assigned by the classroom teacher and/or principal

Please send application materials to: Greenway Middle School
Attn: Principal Gerry Corcoran
1535 W. Jefferson St. Bin # 42
Phoenix, AZ 85007

JOB DESCRIPTION #2

Title: Teacher

Position Type: Full-time

Positions Available: 1

Qualifications:

1. Some teacher preparation coursework at the college level
2. A proven ability to work in a polite and friendly manner with many different publics
3. Must have strong communication and organization skills and be able to work with others

Job Goal:

Mesa Middle School is seeking a teacher for a 6th grade self-contained class. Candidates should be able to demonstrate a strong knowledge of all core subjects, including English/reading/language arts, mathematics, science, geography and history. Candidates should have a practical understanding of preteens and be prepared to work collaboratively in a professional learning community. Candidates will be responsible for developing effective lesson plans, sharing best practices, ensuring student mastery of standards, communicating expectations consistently and providing the necessary supports to help students succeed. The goal of the teacher is to help students learn subject matter and skills that will contribute to their development as mature, knowledgeable and responsible men and women.

Performance Responsibilities (include but are not limited to):

1. Planning a program of study that, as much as possible, meets the individual needs, interests and abilities of the students
2. Develop lesson plans and instructional materials that use a variety of instructional techniques and instructional technology
3. Engage in individualized and small group instruction in order to adapt the coursework to the needs of each student
4. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
5. Help establish and maintain standards of student behavior, maintaining order in the classroom in a fair and just manner
6. Assess and document the accomplishments of students on a regular basis and preparing progress reports
7. Establish and maintain open lines of communication with students, colleagues and parents concerning both the broad academic and behavioral progress of students
8. Identify student needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems
9. Administer group standardized tests in accordance with district testing program
10. Perform other tasks and assume other responsibilities from time to time as assigned by the principal

Please send application materials to: Mesa Middle School
Attn: Principal Gerry Corcoran
1535 W. Jefferson St. Bin # 42
Phoenix, AZ 85007

JOB APPLICATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

School: _____ Advisor: _____

FUTURE TEACHING POSITION DESIRED (SELECT ONE):

Early Childhood Elementary Middle School High School Special Education

What subjects would you like to teach?

What extracurricular activities or sports would you sponsor or coach?

What school activities would you be willing to supervise?

EDUCATION

High School: _____ Years Attended: _____ GPA: _____

Leadership Experience - List leadership positions you have held at school, church, community:

List any activities or events you have planned or supervised:

Interests / Activities - List school, church/religious/worship, community organizations in which you participate:

Personal - List /hobbies you enjoy:

Teaching Experience - List your student teaching experience including grade level, number of hours/days and activities you were responsible for supervising or teaching:

Qualifications - List specific skills you have relevant to teaching:

Education Philosophy - What is your education philosophy and identify one (1) way you will influence education for the future:

Additional Comments & Qualifications:

THREE (3) PROFESSIONAL REFERENCES

1. Name: _____	Relationship: _____
Contact #: _____	
2. Name: _____	Relationship: _____
Contact #: _____	
3. Name: _____	Relationship: _____
Contact #: _____	

ATTACH RESUME

ATTACH TWO (2) LETTERS OF RECOMMENDATION

APPLICATION, RESUME & INTERVIEW

SCORING RUBRIC

AWARD 1-5 POINTS FOR EACH AREA

SCORING			SCORE
APPLICATION / COVER LETTER (20%)		Application followed all guidelines and has proper grammar & spelling	
		Cover letter includes all required components and clearly highlights relevant skills and experiences, creating a compelling argument for why they are a good choice for the position	
		Application creates much interest and Cover letter compliments the resume without duplicating it	
		Cover letter clearly explains the reason for their interest in the position	
RESUME (20%)		Resume is free of grammar, punctuation and spelling errors	
		Resume follows standard resume format and does not exceed two (2) pages	
		Information is relevant & thorough with job, volunteer, educational experiences and leadership roles clearly identified	
		At least two (2) references are included	
		Resume creates much interest in the candidate	
INTERVIEW (35%)		Teacher dress was professional	
		Delivery was clear & enthusiastic and candidate is confident and stays on topic	
		Candidate communicates effectively with appropriate gestures and body language including eye contact	
		Candidate is exceptionally prepared and has exceptional interview skills with confidence, sincerity and enthusiasm for teaching	
		Candidate demonstrates extensive knowledge of the position and creates a compelling case for why they are a good fit for the position	
		Answers to questions are exceptional and asks relevant questions i.e. "What opportunities are available for professional development?"	
ECAP	Submitted prior to competition for scoring	1 2 3 4 5	
Resume	Submitted prior to competition	1 2 3 4 5	
Interview	Submitted prior to competition	1 2 3 4 5	
Pre-Qualifier Online Test Score		1 2 3 4 5 6 7 8 9 10	
TOTAL SCORE:			

JUDGE'S COMMENTS:

CONTACT INFORMATION



For information on all Arizona FEA Competitions contact:

FEA STATE DIRECTOR
Gerry Corcoran
Arizona Department of Education
Career & Technical Education
1535 W. Jefferson St. Bin # 42
Phoenix, AZ 85007
Phone: 602-542-5315
FAX: 602- 364- 4035

Email: gerry.corcoran@azed.gov

