Resume and Letter of Interest Tips

Resume Format

- There are different types of resumes: chronological, functional, etc. Choose a format based on your work experience, educational background, skill set, and leadership experience. There are plenty of examples on the Internet.

- Prioritize your resume content. List the most important and relevant information first, and focus on leadership experiences in your various jobs.

- Education/Academic Preparation:
    - Dates, degrees, and credentials
    - Chronological (most recent first)

- Work Experience:
    - Position, organization (e.g., school, district, company), date range
    - Chronological (most recent first)
    - Highlight accomplishments and leadership activities
    - Begin descriptions with an action verb

        Example:
        Teacher, ABC Elementary, 9/12 - 6/19
        Chaired the Safe and Civil Committee and led the creation of a school-wide discipline plan.
        Served on the ILT for five years, creating and delivering PD on differentiated instructional strategies to support all learners.

- Optional Additional Sections (as needed):
    - Special skills, languages spoken, awards, publications, volunteer work, affiliations
    - Consider using a resume profile and/or objective at the top

- Formatting:
    - 1-2 pages
    - Margins and/or columns for readability
    - Basic font that is easy to read, bolding or italicizing to emphasize headings

Common Resume Mistakes

- Difficult to follow progression of jobs
    - Address gaps in cover letter (if needed)
- Sloppy formatting
- Typos: proofread, proofread, proofread
- Merely a list of items or a summary
- Lack of (or too much) description
- Deception and/or "padding"

Letter of Interest

A well-written letter of interest should provide details on why you are a strong candidate who should be considered for the program or position.

- One-page in length
- Business letter format (look at examples on the Internet)
- Clear and distinct voice
- Clearly state your readiness for the program or position you are seeking
- Organize your letter into paragraphs with effective transitions
- Professional and polished:
    - Easy to read and clear (basic font, one-inch margins)
    - Proofread, proofread, proofread!

Suggested Letter Format

- Purpose

    - What are you applying for and why?

- The Program or Position

    - What you will bring to the program or position?
    - Why is this program or position a next step for you?

- Strengths and Leadership Experience

    - What specific examples of skills and/or leadership experiences make you an ideal match for this program or position?

- Summary

    - What do you want to leave the reader with in your final statement?
    - What is your leadership vision or philosophy?

Common Letter of Interest Mistakes

- Simply summarizing your resume
- Using an informal tone
- Lack of proofreading
- Heavy use of education jargon
- Adding overly personal information
- Criticizing your boss or being negative about your current position or site
- Deception and/or "padding"