



Resume and Letter of Intent 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 Intent

A well-written letter of intent 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 Intent 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”