


Chino Valley Unified School District
Division of Human Resources



Resume and Cover Letter Writing

Preparing our Next Generation of School Leaders

Why does this matter to you?

First part of the
screening process

Resume/Cover
Letter

Introduces
who you
are



RESUME

Education ■ Experience ■ Additional Qualifications

RESUME Format

1-2 pages:

Education (Academic Preparation)

- Dates, degrees, and credentials
- Chronological (list most recent first)

Experience (Jobs and Positions)

- Chronological (list most recent first)

Additional Sections (as needed-support above)

- Special skills, awards, publications, related experiences, volunteer work, affiliations, and references
- Margins, columns for readability

□ Job title, Site, Year(s)

- Action verb, **activity**, followed by **description of accomplishment**
- Focus on leadership experiences (not just a laundry list of tasks)

Fourth grade teacher, Newman Elementary, 9/99-Present

- Chaired **the discipline committee** which led to a **creation of a school wide discipline policy**
- Created a **peer coaching model** that **increased teachers' efficacy of best instructional practices**

Common Mistakes

- Cannot follow progression of jobs
 - Address gaps in cover letter
- Formatting is sloppy with errors
- A laundry list of tasks
- Lack of (or too) much description





Cover Letters

Are you the right person for the job you are seeking?

Cover Letter

- 1 Page in length
- Author's voice is clear and distinct
- Addressed to the correct person
- Targeted: States what you are seeking
- Organized: Paragraphs with effective transitions
- Professional: Easy to read (12 point standard font) with clear margins

Suggested Cover Letter Format

Purpose

- What are you applying for and why?

The Position

- What will you bring to the position (added value)?
- Why is this position a next step for you?

Strengths

- Brief summary of experiences
- Why are you a match (cite specific examples of skills)?
- Mismatches, if any, show alternate strength

Summary

- Final statement: wrap up your desire for this job and desire for a follow up interview

Common Mistakes

- ❑ Summarizing the resume
- ❑ Addressing it to the wrong person or use of incorrect title
- ❑ Using an informal tone
- ❑ Adding personal information
- ❑ Criticizing former supervisors

Prepare for your next administrative position now!

Proofread. Proofread. Proofread.