

## TIPS FOR APPLICANTS

### General

- Review the job announcement carefully. In addition to the standard job application form, resume and educational transcripts, supplementary information such as a listing of relevant course work, portfolio materials, etc., may be required. If requested, be sure to include this supplemental information with your application package.
- If the job announcement requires the submission of letters of recommendation, be sure that they are either included with your application package or submitted so that they will be received by the District Office of Human Resources prior to the closing date.
- Use 20# - 24# white or off-white paper and standard font size (11" - 12") and style (Arial, Times New Roman) for your cover letter and resume. Avoid flowery font styles or sizes; your cover letter and resume are professional documents and should look that way.
- Make sure all materials are grammatically correct and neatly presented.
- Follow a standard style guide that is appropriate for your discipline (MLA, APA, Chicago).

### Application Form

- Complete all sections of the District application form, even if the entries duplicate information in your resume or other documentation. Type or neatly print all entries on the form.
- The application form is the first document to be reviewed by the screening committee. The appearance of this document is critical and should represent your best effort.

### Cover Letter

Your cover letter should be limited to not more than three pages, **if possible**, and should:

- Address your educational philosophy, teaching experience and other related academic experience;
- Clearly relate your experience to the "required" qualifications of the position and as many of the "desirable" qualifications as possible;
- Provide examples from background and experience to demonstrate how your knowledge and expertise apply to the position; and
- Explain special educational programs in which you have participated, either as a student or teacher.

### Resume

The format of your resume should be well organized and easy to read, with important information such as education and academic experience at the top of the first page where it can easily be found.

Your resume should be limited to not more than three pages, **if possible**, and should:

- Include information about your education, teaching experience and/or related academic experience, special training, publications, conference presentations, professional activities and academic affiliations;
- Specify other qualifications and experience relevant to the position;
- Provide a chronological listing of your previous employment, including a description of positions held, names of employers, period of employment, and whether the position was full-time or part-time;
- List names, addresses and telephone numbers of references. Your list of references should include both colleagues and supervisors.