

### **SAMPLE REFERENCE SHEET**

(THIS WILL BE ON THE SAME PAPER AS YOUR RESUME)

*Some districts will ask for names of references, but most will want letters sent with your resume and cover letter. If they just want names you can prepare a sheet as follows and send this with your resume and cover letter.*

SET THIS UP THE SAME WAY YOU SET UP THE HEADING ON YOUR RESUME:

#### **John Doe**

3333 Main Street  
Anytown, MN 55555  
218-555-1111  
john.doe@live.bemidjistate.edu

#### **REFERENCES**

Name  
Title  
Company  
Address  
City, State, Zip Code  
Work Phone Number  
Home Phone Number  
Email

Name  
Title  
Company  
Address  
City, State, Zip Code  
Work Phone Number  
Home Phone Number  
Email

Name  
Title  
Company  
Address  
City, State, Zip Code  
Work Phone Number  
Home Phone Number  
Email

*Be sure to use professional references, such as faculty, cooperating teachers, and university supervisors. A total of three to five is optimal and always ask permission before listing.*

### **HOW TO PREPARE AN EDUCATION RESUME**

The purpose of a well-written resume and letter of application is to open the door for an interview. The resume contains identification, implies career goals, and outlines general qualifications, including education and work experience. It is helpful if the work experience can be related to qualifications specified in the job description for which you are applying. Resumes may be duplicated, but every copy sent to prospective employers should be neat in appearance, professional looking, and printed on resume paper if you are submitting paper copies or bringing to a job fair or interview.

A well-structured resume supplements the information that is contained in the application letter. Most candidates can reduce the needed data to one page. If you use a two page format, do not break-up a section. Remember to put your name and page number on the second page and try to keep the most pertinent information on the first page. It is not necessary to include a list of references at the end of your resume.

When applying for a teaching position, you should automatically send a resume and cover letter, a copies of your letters of recommendation, transcript and a copy of your license. You can also prepare a reference sheet for those districts that are asking for names of references and not letters of recommendation.

Students are encouraged to consult with CS staff for additional help in letter writing and resumes. A well written letter and resume have proven to be among the main deciding factors in obtaining an interview.

#### **PREPARING A RESUME THAT**

#### **WILL UPLOAD INTO CONNECT2CAREERS**

When creating your resume, keep in mind that you will want to upload it into Connect2Careers and/or other resume referral sites, and there are some basic things that you need to be aware of to insure a successful upload.

First, create your resume in Microsoft Word, since this program is universal and will be able to be opened by almost any computer. Second, be sure to set tabs or do tables for dates, etc., on your resume as this will help to ensure the upload will be successful, without any "shifting" of information on your resume.

In order to guarantee that information on your resume does not "shift" or move in the upload process, the best option is to save your final resume as a PDF prior to the upload. A sample resume is provided in this packet and other samples are on the Career Services website under Job Search Resources, Resumes. The AAEE Handbook also has resume samples and tips for writing both your resume and letters of application, so be sure to use that resource as well. If you don't have a copy of the AAEE Handbook, contact Career Services and we will provide you with a copy.

# LETTER OF APPLICATION OR COVER LETTER

(DO NOT TYPE THIS ON THE TOP OF YOUR LETTER)

(No Name Here)

Your Address

City, State & Zip

Date of Writing

Mr. Tom Jones, Principal (Recruiter Name and/or Title)

Bemidji School District (School District Name)

1234 Success Boulevard

Bemidji, MN 56601

Dear Mr. Jones: (Dear Recruiter or Dear Principal, if no name is given)

**FIRST PARAGRAPH:** Tell why you are writing, name the position (grade levels/subject) for which you are applying and tell how you heard of the opening. State why you believe you should be an excellent candidate here.

**SECOND PARAGRAPH:** List your degree and when you received it. Also mention your teaching area. State why you are interested in working for this school district and specify your interest in teaching this level. If you have had experience, be sure to point out what particular achievements you have accomplished in your field. If there is a success story you can tell about student teaching, use it.

**THIRD PARAGRAPH:** Refer the reader to the attached resume which gives a summary of your qualifications; training, interests, and experience. Also, note you have included a copy of your self-managed credentials. If you need additional information, please contact me. Have an appropriate closing to pave the way for the interviews by asking for an application form, by giving your name and phone plus work numbers, or by offering some similar suggestion of an immediate and favorable reply. Always leave on an upbeat note. Example: "I look forward to hearing from you soon."

Sincerely,

*Sign Your Name Here*

Your Name (Typed)

Enclosure(s)

*When answering an advertisement, make sure to cover all the points requested in the ad in exactly the order asked, since some employers make it a point to use this as a test of the applicant's ability to follow instructions precisely or see if a candidate meets the basic requirements.*

**Amy Jones**

444 4<sup>th</sup> Street NW

Swan Lake, MN 55414

Phone: (xxx)xxx-xxxx

amy.jones@live.bemidjistate.edu

## EDUCATION

**Bemidji State University**

Bachelor of Science Degree

**Major:** Elementary Education

**Licensure:** K-6

**Endorsement:** Mathematics (5-8)

Bemidji, MN

May 20XX

## STUDENT TEACHING EXPERIENCE

**4<sup>th</sup> Grade Elementary Student Teaching**, Lincoln Elementary School, Bemidji, MN Spring 20XX

\*Provided differentiated instruction for exceptional students

\*Worked with students from very diverse cultural and socioeconomic backgrounds

\*Effectively managed classroom behavior

\*Taught district curriculum while incorporating a variety of hands-on learning strategies

## EXPERIENCE RELATED TO TEACHING

**Kindergarten Practicum**, Lincoln Elementary School, Bemidji, MN

Fall 20XX

**Third Grade Practicum**, Northern Elementary School, Bemidji, MN

Fall 20XX

**Upward Bound High School Tutor**, Bemidji High School, Bemidji, MN

20XX-20XX

**Day Care Provider**, Kids Castle Daycare, Monticello, MN

20XX-20XX

**Piano Teacher**, Monticello, MN

20XX-20XX

**Youth Choir Director**, Monticello, MN

20XX-20XX

**Sunday School Teacher**, Monticello, MN

20XX-20XX

## OTHER WORK EXPERIENCE

**Assistant Director**, BSU Residential Life, Bemidji, MN

Fall 20XX-Fall 20XX

\*Trained and supervised twenty resident assistants

\*Worked as a team leader to coordinate and run the First Year Resident Experience programs

**Resident Assistant**, BSU Residential Life, Bemidji, MN

Spring 20XX-Summer 20XX

\*Acted as an advocate and advisor for diverse groups of residents

\*Dealt with enforcement of campus policies

\*Established teamwork, communication, and organization skills

**Upward Bound Head Resident Assistant**, Bemidji, MN

Summers 20XX-20XX

\*Mentored high school students from diverse cultural and socioeconomic backgrounds

\*Taught a Math ACT prep course

\*Performed as a leader for eight resident assistants

## ACTIVITIES AND RECOGNITION

**College:**

Dean's List

Peer Minister- Lutheran Campus Ministries

Upward Bound Mentor

**High School:**

Yearbook Staff

Church Youth Group

National Honors Society

## INTERESTS

Spending time with family, scrapbooking, playing piano, reading, fishing, and running