

***Resume Writing Seminar***

Career Counselor  
Diana Dille

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***Your mission, should you decide to accept it, is ...***

**TO PREPARE A PROFESSIONAL RESUME AND BEGIN THE JOB SEARCH PROCESS**

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**Objectives for this seminar:**

Learn....

- what is included in a complete resume packet
- how to write an individualized cover letter
- tips on completing applications
- what to include in a resume
- how to create a Philosophy Statement
- which transcripts to include
- who to ask for letters of recommendation and what they should contain
- what test information to include

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# FIRST IMPRESSIONS COUNT!

*Statistics show that employers form first opinions on future employees based on appearance of the paper work submitted...*



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*Take the time to do an excellent job!*

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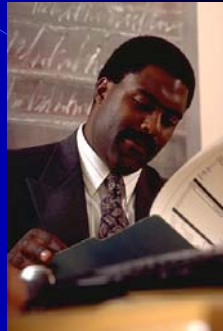
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*Employers screen resume packets to decide which candidates to interview...*

*All items in the packet must be presented in a professional format in order to make a good impression.*



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**A RESUME PACKET CONTAINS:**

- Cover Letter
- Application
- Resume
- Philosophy of Education
- University Transcripts (unofficial)
- Letters of Recommendation (3)
- Copy of CBEST and RICA

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**COVER LETTER**

*A Cover Letter generally contains three brief paragraphs...*

- 1** Introduce yourself. Describe your educational background and teaching experience.
- 2** Using information you know about the district, describe why you have chosen to apply for a job with them.
- 3** Make a strong case for why this district should hire you. What skills, past experience, or educational background qualifies you more than other candidates.

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5442 N. Fresno # 205  
Fresno, CA 93710  
April 2, 2001

Name of Personnel Director?  
Personnel Department  
Solano Unified School District  
3036 Thompson Ave.  
Solano, CA 95662

I am applying to your school district to teach Science at the middle school or high school level. In 1996, I graduated from the University of California, Davis with a degree in Biological Science. I am now completing a single subject credential at California State University, Fresno. In may, I will receive a Life Science credential to teach Biology and Integrated Science. In addition, I will have a supplemental authorization to teach Chemistry.

In researching your district, I have been impressed by the variety and quality of educational programs in your schools. This shows your interest in providing opportunities for growth to all types of students. Your emphasis on creating a student-centered environment is important to me as well. I believe that students learn more effectively when they are given

I have taught 8<sup>th</sup> and 9<sup>th</sup> grade Integrated Science this past year as my student teaching experience. By using activity-based curriculum, I have created a student-centered class environment in which the students work together in problem solving and developing their critical thinking skills. My students were diverse in terms of culture, language background, and capabilities. I have learned to adapt material for second language learners and help students with fewer abilities to engage actively in classroom learning. I believe that I can use these experiences to help your students reach their full potential.

Jennifer Smith

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# APPLICATIONS



## **District Applications**

- ❑ Check district websites to see if applications are on-line.
- ❑ If applications are not on-line, call the Human Resources Office and request that one to be mailed to you.
- ❑ Application may also be picked up from district offices.

## **Generic Application**

- ❑ The Standard Application is available at Education Career Services website.
- ❑ It is a generic application for use at Teacher Recruitment Fairs only.

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## **It is a good idea to...**

- Type all applications even if they would be accepted in ink
- Double check all information to be sure it is consistent with what appears on your resume
- To make a Xerox copy of the completed application for your personal files

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# RESUME

**A resume is...**  
*a summary of your qualifications for a particular position.*



**It introduces your skills**

**It reminds employers of you after your interview**

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**A resume should...**

- Be brief and to the point
- Target important information
- Use effective communication
- Be organized and flow smoothly
- Be letter perfect
- Be factual and 100 percent honest

**THIS IS YOUR ADVERTISEMENT!**

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**A good resume doesn't get you a job...  
But it does get you an interview!**



**SO DO IT RIGHT !!!  
DO IT WELL !!!**

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**Basic Resume Format**

**Heading**

Name: Use a large, decorative font  
Address: Both present and permanent  
Telephone: Include area code  
E-mail Address: Be sure you can be reached via this address

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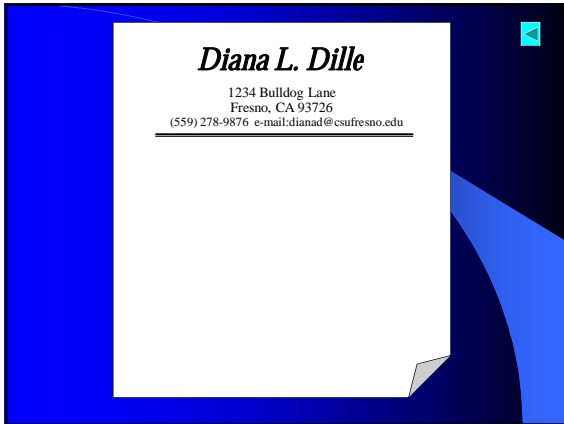
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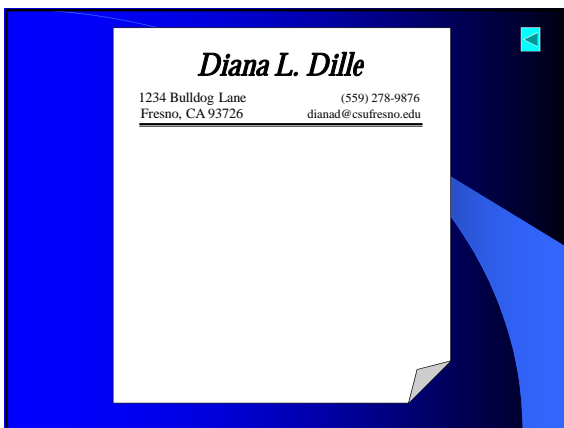
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**Basic Resume Format**


**Career Objective**

*Keep it simple*

*Designate level of teaching:  
Elementary or Secondary*

*Designate grade level: K-8 or 7-12*

*Single Subject candidates:  
Designate Subject Area*



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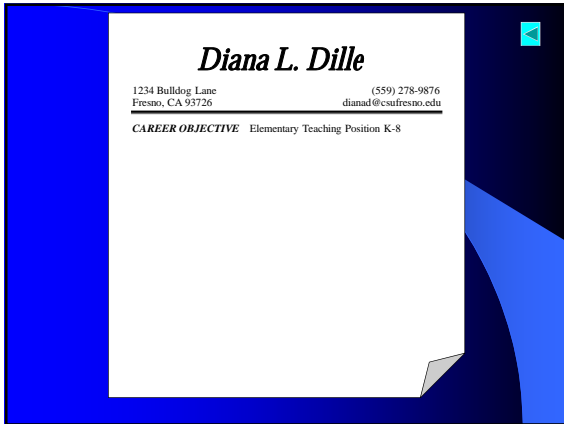
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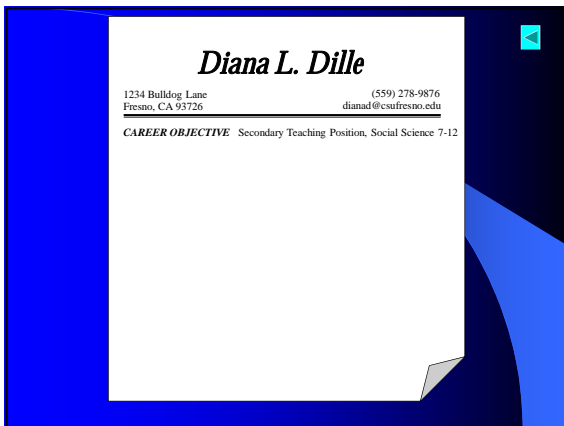
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**Basic Resume Format**

**Credentials**

- List credential(s) eligible for or held
- List special emphasis such as CLAD, BCLAD, Early Childhood
- List all supplemental authorizations
- List substitute credential(s)
- Begin to list from the most recent credential



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***Diana L. Dille***

1234 Bulldog Lane (559) 278-9876  
 Fresno, CA 93726 dianad@csufresno.edu

**CAREER OBJECTIVE** Elementary Teaching Position K-8

**CREDENTIALS**  
 May 2002 Multiple Subject Teaching Credential  
 CLAD Emphasis Early Childhood Emphasis

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***Diana L. Dille***

1234 Bulldog Lane (559) 278-9876  
 Fresno, CA 93726 dianad@csufresno.edu

**CAREER OBJECTIVE** Secondary Teaching Position, Social Science 7-12

**CREDENTIALS**  
 May 2002 Single Subject Teaching Credential, Social Science  
 Supplemental Authorization, Math  
 December 2001 Thirty-Day Substitute Teaching Credential

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**Basic Resume Format**

**Education**

*Under this heading, list educational institutions attended chronologically and list most recent first.*

*List schools attended and degrees awarded or expected. Do not list high school.*




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**CAREER OBJECTIVE** Elementary Teaching Position K-8

**CREDENTIALS**  
 May 2002 Multiple Subject Teaching Credential  
 CLAD Emphasis, Early Childhood Emphasis

**EDUCATION**  
 Aug. 2001-May 2002 California State University, Fresno  
 Multiple Subject Credential Program  
 Aug. 1999-May 2001 California State University, Fresno  
 Bachelor of Arts, Liberal Studies  
 Aug. 1997-May 1999 Merced Junior College  
 Associates of Arts

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**CREDENTIALS**  
 May 2002 Single Subject Teaching Credential, Social Science  
 Supplemental Authorization, Math  
 December 2001 Thirty-Day Substitute Teaching Credential

**EDUCATION**  
 Aug. 2001-May 2002 California State University, Fresno  
 Single Subject Credential Program, History  
 Aug. 1999-May 2001 Bachelor of Arts, Social Science  
 Aug. 1997-May 1999 Merced Junior College  
 Associates of Arts, History

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**Basic Resume Format**

**Student Teaching**



*List dates, name of school, district, grade and/or subject taught, as well as master teacher.*

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 dianad@csufresno.edu

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**CREDENTIALS**  
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 CLAD Emphasis Early Childhood Emphasis

**EDUCATION**  
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 Multiple Subject Credential Program  
 Aug. 1999-May 2001 California State University, Fresno  
 Bachelor of Arts, Liberal Studies  
 Aug. 1997-May 1999 Merced Junior College  
 Associates of Arts

**STUDENT TEACHING EXPERIENCE**  
 Jan. 2002-May 2002 **Final Student Teaching**, Fourth Grade, Tammy Reeves  
 Nelson School, Clovis Unified School District  
 Aug. 2001-Dec. 2001 **Initial Student Teaching**, Second Grade, Laurel Tomlinson  
 Sierra Vista Elementary School, Clovis Unified School District

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 dianad@csufresno.edu

**CAREER OBJECTIVE** Secondary Teaching Position, Social Science 7-12

**CREDENTIALS**  
 May 2002 Single Subject Teaching Credential, Social Science  
 Supplemental Authorization, Math  
 December 2001 Thirty-Day Substitute Teaching Credential

**EDUCATION** **California State University, Fresno**  
 Aug. 2001-May 2002 Single Subject Credential Program, History  
 Aug. 1999-May 2001 Bachelor of Arts, Social Science  
 Aug. 1997-May 1999 Merced Junior College  
 Associates of Arts, History

**STUDENT TEACHING EXPERIENCE**  
 Jan. 2002-May 2002 **Final Student Teaching**, Kings Canyon Middle School,  
 Fresno Unified School District, 8<sup>th</sup> Grade, United States  
 History, Judy Castro  
 Aug. 2001-Dec. 2001 **Initial Student Teaching**, Clovis Unified School District,  
 U.S. History and World History, Jon Howerton

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**Basic Resume Format**

**Teaching Experience**

*List dates, name of school, district, grade and/or subject taught.*




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**Diana L. Dille**  
 1234 Bulldog Lane  
 Fresno, CA 93726 (559) 278-9876  
 dianald@csufresno.edu

**CAREER OBJECTIVE** Elementary Teaching Position K-8

**CREDENTIALS**  
 May 2002 Multiple Subject Teaching Credential  
 CLAD Emphasis Early Childhood Emphasis

**EDUCATION**  
 Aug. 2001-May 2002 California State University, Fresno  
 Multiple Subject Credential Program  
 Aug. 1999-May 2001 California State University, Fresno  
 Bachelor of Arts, Liberal Studies  
 Aug. 1997-May 1999 Merced Junior College  
 Associates of Arts

**STUDENT TEACHING EXPERIENCE**  
 Jan. 2002-May 2002 **Final Student Teaching**, Fourth Grade, Tammy Reeves  
 Nelson School, Clovis Unified School District  
 Aug. 2001-Dec. 2001 **Initial Student Teaching**, Second Grade, Laurel Tomlinson  
 Sierra Vista Elementary School, Clovis Unified School District

**TEACHING EXPERIENCE**  
 Jan. 2002-May 2002 Substitute Teacher, Fresno Unified and  
 Clovis Unified School District  
 Staff Member, Sixth Grade Outdoor Education Program  
 Calvin Crest Conference, Oakhurst, California

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 1234 Bulldog Lane Fresno, CA (559) 278-9876  
 93726 dianald@csufresno.edu

**CAREER OBJECTIVE** Secondary Teaching Position, Social Science 7-12

**CREDENTIALS**  
 May 2002 Single Subject Teaching Credential, Social Science  
 Supplemental Authorization, Math  
 December 2001 Thirty-Day Substitute Teaching Credential

**EDUCATION** **California State University, Fresno**  
 Aug. 2001-May 2002 Single Subject Credential Program, History  
 Aug. 1999-May 2001 Bachelor of Arts, Social Science  
 Aug. 1997-May 1999 College of the Sequoias, Visalia, California  
 Associates of Arts, History

**STUDENT TEACHING EXPERIENCE**  
 Jan. 2002-May 2002 **Final Student Teaching**, King's Canyon Middle School,  
 Fresno Unified School District, 8<sup>th</sup> Grade, United States  
 History, Judy Castro  
 Aug. 2001-Dec. 2001 **Initial Student Teaching**, Clovis Unified School District,  
 U.S. History and World History, Jon Howerton

**TEACHING EXPERIENCE**  
 Jan. 2002-May 2002 Tutor, Language Arts and Social Science  
 College of the Sequoias, Visalia, California

**COACHING EXPERIENCE**  
 Summer 2001 Freshman Football Summer Practice  
 Redwood High School, Visalia, California  
 Jan. 2001-March 2000 High School City League Basketball  
 Redwood High School, Visalia, California

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**Basic Resume Format**

**Other Work Experience**

List your more important full time jobs  
 beginning with the most recent job

State in general the type of work performed

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## Basic Resume Format

# References

If your Placement File is maintained in the Career Services Offices at California State University, Fresno, indicate the following address:

Education Career Services Office  
California State University, Fresno  
5150 North Maple Avenue MS/JA 61  
Fresno, CA 93740

Or

Set up a separate Reference page and indicate the following for each person:  
Name, Position, Organization/Business,  
Address, and Phone Number



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**Diana L. Dille** (559) 278-9876 [ddille@csufresno.edu](mailto:ddille@csufresno.edu)  
1234 Bulldog Lane Fresno, CA 93726

**CAREER OBJECTIVE** Elementary Teaching Position K-5

**CREDENTIALS** Multiple Subject Teaching Credential  
CLAD Emphasis Early Childhood Emphasis  
May 2002

**EDUCATION** California State University, Fresno  
Multiple Subject Credential Program  
Aug. 2003-May 2002  
California State University, Fresno  
Bachelor of Arts, Liberal Studies  
Aug. 1999-May 2001  
Mered Junior College  
Associate of Arts  
Aug. 1997-May 1999

**STUDENT TEACHING EXPERIENCE** Final Student Teaching, Fourth Grade, Tammy Reeves  
Nelson School, Clovis Unified School District  
Jan. 2002-May 2002  
Initial Student Teaching, Second Grade, Laurel Tomlinson  
Sierra Vista Elementary School, Clovis Unified School District  
Aug. 2001-Dec. 2001

**TEACHING EXPERIENCE** Substitute Teacher, Fresno Unified and  
Clovis Unified School District  
Jan. 2002-May 2002  
Teacher's Aide, Kindergarten  
June 1996-Dec. 1997  
Malloch Elementary, Fresno Unified School District

**OTHER WORK EXPERIENCE** Sales Person, Target Stores, Fresno, California  
March 1997-Aug. 2001

**VOLEUNTEER EXPERIENCE** Parent Classroom Volunteer  
Sep. 1996-June 1997  
Malloch Elementary, Fresno Unified School District

**SPECIAL SKILLS** Computer skills, Windows, MSWord, PowerPoint, Access  
Observer of the Mind, Project WILD, Mathland  
Placement File is available at  
Education Career Services Office  
California State University, Fresno  
5150 North Maple Avenue MS/JA 61  
Fresno, CA 93740

**REFERENCES**

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**Diana L. Dille** (559) 278-9876 [ddille@csufresno.edu](mailto:ddille@csufresno.edu)  
1234 Bulldog Lane Fresno, CA 93726

**CAREER OBJECTIVE** Secondary Teaching Position, Social Science 7-12

**CREDENTIALS** Single Subject Teaching Credential, Social Science  
Supplemental Authorization, Math  
December 2001  
Thirty-Day Substitute Teaching Credential  
California State University, Fresno

**EDUCATION** California State University, Fresno  
Single Subject Credential Program, History  
Aug. 2003-May 2002  
Bachelor of Arts, Social Science  
Aug. 1999-May 2001  
College of the Siskiyous, Yreka, California  
Associates of Arts, History  
Aug. 1997-May 1999

**STUDENT TEACHING EXPERIENCE** Final Student Teaching, Kings Canyon Middle School,  
Fresno Unified School District, 8<sup>th</sup> Grade, United States  
History, Judy Casper  
Jan. 2002-May 2002  
Initial Student Teaching, Clovis Unified School District,  
U.S. History and World History, Jon Hoverson  
Aug. 2001-Dec. 2001

**TEACHING EXPERIENCE** Title, Language Arts and Social Science  
College of the Siskiyous, Yreka, California  
Jan. 2002-May 2002

**COACHING EXPERIENCE** Freshman Football Summer Practice  
Summer 2001  
Redwood High School, Yreka, California  
High School City League Basketball  
Redwood High School, Yreka, California  
Jan. 2001-March 2000

**OTHER WORK EXPERIENCE** Men-Ed's Train Park, Shift Manager and Trainer  
March 1997-Aug. 2001  
Sun Grody's Meatland, Sales Associate  
June 1996-Dec. 1997

**VOLEUNTEER EXPERIENCE** Youth Leader, New Hope Community Church  
Sep. 1996-June 1999

**SPECIAL SKILLS** Sports: Tennis, Basketball, Track, and Football  
Placement File is available at the Education Career  
Services Office, California State University, Fresno,  
5150 North Maple Avenue MS/JA 61, Fresno, CA 93740

**REFERENCES**

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## PHILOSOPHY OF EDUCATION

A Philosophy Statement should cover the following items:

*What you believe about how children learn.*

*What your role as a teacher should be.*

*What type of classroom management plan works for you and why.*

*As a teacher how do you plan to involve parents.*

*How do you plan to develop respect for diverse cultures in your classroom.*



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### Philosophy of Education

I believe that education is the window to the future of our society. Our children can learn in a world where anything can happen. Teaching is both a challenge and a reward. A teaching challenge is getting children to read and write. The reward of the challenge is when a child can complete both tasks independently.

I believe that all children can learn, and I am willing to adapt any lesson to ensure that all will learn. I understand that children learn in different ways, and as a teacher it is my responsibility to incorporate the different learning styles so every child learns to the best of their ability. Using the diverse backgrounds and cultures in the classroom can be an asset to any lesson. This way each child who enters my classroom will feel special and welcomed.

I will teach children to believe in themselves, and to try anything in my classroom. For a classroom is a risk free environment that does not include ridicule and blame. Considering experiences outside of the school, experiences that some children grow up in, a school needs to be a safe haven for children. A school needs to be free of drugs, alcohol, and violence, so children can come to learn and feel safe.

I believe that keeping the administrators, parents, and teachers communication open and free, they can cooperatively set up an educational plan that meets the needs of every student. Communication is the key to success in any situation. It is the teacher who must keep the friendly rapport with the parents and administrators to ensure of children is positive.

I know in my heart that teaching is a rewarding experience. The challenge of one day will be the reward of another. Setting up a classroom that teaches children at the time of their proximal development will make a better future in this world we live in today. For the children are the future, and they need to successfully become life long learners, to understand where they live and what they do.

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## TRANSCRIPTS

*Transcripts from all colleges and universities attended must be included in the resume packet.*

*Official copies are not required for resume packets. Xerox copies of all transcripts are sufficient.*

*Official transcripts will be required at the time of employment.*



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## LETTERS OF RECOMMENDATION

When asking individuals to write letters of recommendation provide them with a copy of the printed guidelines.

Excellent sources for letters of recommendation would be master teachers, supervisors, principals, former employers, and one faculty person from your major area of study.

Maintain original copies for your personal file and use Xerox copies for the resume packet and placement file.



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## points to remember...

All reference letters must be:



- ✓ Specific in the information provided
- ✓ Written on letterhead stationary
- ✓ Typewritten
- ✓ Signed by the reference provider

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## Summary:

In today's seminars we have established the items that make up a complete education resume packet for employment.

The items discussed were:

- Cover Letters
- Applications
- Resumes
- Philosophy Statement
- Transcripts
- Letters of Recommendation
- Test Information

Remember that these are the minimal items required. Other items such as Substitute Credential may be included as well. You decide which additional items are key and should be added.

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