



## **Leadership Development** **Resume and Cover Letter Guidance Document**

The purpose of this document is to provide guidance on how to create a powerful and effective resume and cover letter that showcase candidates' skills, experience, and achievements to potential employers. Both the resume and cover letter should align to the applicant's desired position/pool. Candidates are encouraged to include the components from this guidance document into their resume and cover letter.

### **Resume (maximum 2 pages)**

*The purpose of a resume is to provide a concise and comprehensive summary of a candidate's qualifications, skills, experience, and achievements, in order to showcase their suitability for a particular position. A well-crafted resume serves as a tool to help candidates demonstrate their abilities to an interview committee. Its ultimate goal is to secure an interview and ultimately, a job offer.*

### **Resume Requirements**

- Professional Summary
- Education
- Certification
- Professional Experience and/or Leadership Experience
  - *Note specific school characteristics (e.g. Title 1)*
- Professional Development\*
- Professional/Community Involvement\*
- Awards/Honors/Presentations\*

**All components are required. Resumes should be clear and coherent.**

**\*Only include information within the last five years**



## Cover Letter (maximum 1 page)

*A school leader cover letter typically includes the following key components:*

1. **Introduction:** Begin your cover letter by introducing yourself and stating the position/pool you are applying for. Include a brief overview of your qualifications and experience.
2. **Experience and Impact:** In this section, provide at least two *different examples of evidence of impact in at least two varied areas (i.e. classroom success and behavior or student attendance and behavior)* that make you an ideal candidate for the leadership position/pool. Highlight your leadership skills, previous experience in educational leadership, and any relevant education or training.
3. **Achievements:** Share some of your achievements in your current or past roles as a leader. This can include accomplishments such as implementing successful programs, improving student performance, developing strong relationships with staff and parents, etc...
4. **Leadership Style:** Describe your leadership style and how it aligns with the district's mission and values (or role's purpose). Share examples of how you have used your leadership style to increase student achievement, motivate and inspire teams, build trust, create a positive school culture, etc... Share your vision for the school and how you plan to achieve it. Discuss your ideas for improving academic performance, increasing student engagement, and enhancing the overall school environment.
5. **Closing Statement:** End your cover letter by summarizing your qualifications and expressing your enthusiasm for the opportunity. Thank the reader for their time and consideration, and include your contact information so they can reach out to you for further discussion or an interview.

*\*Write as a letter, do not use headings for each section*