

# Moving On and Moving Up!

Here are a few of the top tips that I shared on the webinar for putting together an effective resume and cover letter to help attain your job interview!



## Purpose

To showcase your leadership, educational background, and interpersonal skills.

### Resume Tips

- Keep resume on desktop to help you keep it updated
- Contact information current
- Resume summary replaces objectives
- Reverse chronological order
- List current job responsibilities, use bullets
- Match your skill set to what they are looking for in a candidate
- Length - two pages on average
- Grammatically correct - Edit (someone else should proof)
- References provided with current contact information

### Great Resource

*How You Write It*

*A Complete Guide to Everything*

*You'll Ever Write!*

*by Sandra E. Lamb*

### Education Resume Content

- Professional Experience
- Education/Certification
- Honors/Awards
- Presentations
- Grants
- Professional Memberships
- Publications
- Professional Learning
- References (Professional)

### Power Words

Increased	Authored
Recruited	Launched
Expanded	Analyzed
Developed	Problem-solved
Conducted/Facilitated	Organized
Initiated	Contributed
Created	Implemented
Conceptualized	Supported
Determined	Achieved
Accomplished	Coordinated



# Resume Summary/Profile

Educational leader with national and state association executive experience with proven expertise leading schools, implementing professional learning initiatives and providing educational services at all levels. Confident, highly energized, effective and persuasive communicator with strong interpersonal skill set, positive management style, able to prioritize, strategically plan and follow-through to meet and exceed organizational goals.

# Current Job Responsibilities

- Facilitating the implementation of school district goals and practices through weekly staff meetings, shared leadership team meetings, job-embedded professional learning, and ongoing alignment of school/district initiatives.
- Working collaboratively with school staff to create strategies for high standards of student performance, and behavior promoting a culture of continuous improvement.
- Assessing and evaluating staff and teachers' performance utilizing walk-throughs, instructional rounds, and goal-setting to build professional capacity.
- Ensuring equitable opportunities for all students by establishing a school climate that is open, inclusive, and affirming of differences for staff, students, and their families.
- Developing and fostering partnerships with families and the community.



# Use a business letter template to format your letter.

Dear Mr. Nolan,

I am greatly interested in your recent job posting for a lead principal's position for Norman Public Schools. I am looking for just such a growth opportunity. I believe my skills and experiences as a school leader closely align with the qualifications you are seeking.

## Norman Public School Requirements:

- Masters' Degree required and experience in school administration
- Demonstrate ability to manage and motivate staff
- Strong analytical and administrative skills to lead school improvement efforts.
- Outstanding oral and written communication skills

## My Skills and Experiences:

- Attained a Ph.D. in Educational Administration, Curriculum and Supervision and possess 15 years of experience in schools as a teacher and instructional coach with the last two years as an assistant principal.
- Supported my building level principal by supervising and effectively communicating with a staff of 65 including teachers, assistants, and office staff along with a student population of 600 students and their families.
- Initiated weekly professional learning community meetings among grade-level teams where student classroom data is reviewed and interventions for individual students are analyzed.
- Developed and implemented a student council program and family newsletter at my school to empower students and support families.

Some of my other achievements are outlined in the enclosed resume. I would welcome the opportunity to interview and have the opportunity to work for Norman Public Schools. I can be reached at 405-364-7367 or ajones@gmail.com. I look forward to hearing from you.

Respectfully,  
Gail Jones, Ph.D.

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[HTTPS://WWW.NAESP.ORG/RESOURCE/WEBINAR-MOVING-ON-AND-MOVING-UP/](https://www.naesp.org/resource/webinar-moving-on-and-moving-up/)  
FOR ADDITIONAL QUESTIONS PLEASE FEEL FREE TO CONTACT DR. GRACIE BRANCH  
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