

Resume and Cover Letter

Linda Blahut, 7 Oaks Schools Division

Cover letter

- Cover letters should only be one page in length, they are meant to introduce you to your potential employer
- Make sure you have your personal information (not uni email), school division address, and name of the hiring person at the division → make sure it is properly addressed
- Don't have an indirect salutation i.e "to whom it may concern," make it eye-catching
- In the body of the cover letter
 - Provide your teaching philosophy or a belief statement to catch the employers attention
 - Show enthusiasm → explain why
 - Highlight a mutual connection through the school division if you want
 - Express passion for teaching
 - Be authentic, be able to follow up with examples
- Finish with a positive closing statement
- Make sure information is current and correct
- Proofread your cover letter and be sure you have the correct format

Resume

- Should reflect background and skills
- No more than 2 pages
- Put your contact information and education history → stream, major, minor, and degree information
- Include volunteering and community involvement
- Add a professional statement or objective
- 3 relevant references → CT or supervisors
 - 3 reference letters required
 - Make sure you ask people if you can use them as a reference
 - Upload reference letters to your profile

- Layout
 - Bullet point
 - Relevant information
 - Don't overload it
 - Make sections clear and easy to read
 - Personalizations are eye-catching

- Look at examples and create drafts
- Compile documents, practicum reports, and reference letters