

teacher resume and cover letter

teacher resume and cover letter are essential documents for educators seeking employment in schools, colleges, or other educational institutions. Crafting an effective teacher resume and cover letter requires a clear understanding of what hiring managers look for in candidates. This article provides comprehensive guidance on how to create compelling resumes and cover letters tailored specifically for teaching positions. It covers the key components, formatting tips, and strategies to highlight relevant skills and experiences. Additionally, it discusses common mistakes to avoid and how to customize these documents to stand out in competitive job markets. With the right approach, educators can effectively showcase their qualifications and secure interviews. The following sections will explore these topics in detail to assist teachers in their job search.

- Understanding the Importance of a Teacher Resume and Cover Letter
- How to Write an Effective Teacher Resume
- Crafting a Strong Teacher Cover Letter
- Tips for Customizing Your Resume and Cover Letter
- Common Mistakes to Avoid

Understanding the Importance of a Teacher Resume and Cover Letter

A **teacher resume and cover letter** serve as the first impression an educator makes on potential employers. These documents are crucial for communicating qualifications, teaching philosophy, and professional achievements. Schools often receive numerous applications, making it vital for teachers to present their credentials concisely and persuasively. A well-crafted resume highlights relevant education, certifications, teaching experience, and skills, while the cover letter allows candidates to express their passion for teaching and fit for the specific institution.

Role of the Resume

The resume is a structured summary of a teacher's professional background. It includes personal information, educational qualifications, certifications, work history, skills, and sometimes accomplishments or awards. The resume must be clear, easy to scan, and focused on the requirements of the teaching job. It functions as a snapshot that helps hiring managers determine if the candidate meets the basic criteria for the role.

Role of the Cover Letter

The cover letter complements the resume by providing context and narrative. It allows educators to explain why they are interested in the position, how their experience aligns with the school's needs, and what unique contributions they can make. Unlike the resume's factual tone, the cover letter can be more personal and engaging, demonstrating communication skills and enthusiasm.

How to Write an Effective Teacher Resume

Creating an effective teacher resume involves showcasing relevant qualifications and experience while maintaining a professional and organized format. The resume should be tailored to the specific teaching position and institution to maximize impact.

Key Components of a Teacher Resume

An effective teacher resume typically includes the following sections:

- **Contact Information:** Full name, phone number, email address, and optionally, LinkedIn profile or professional website.
- **Professional Summary or Objective:** A brief statement highlighting teaching experience, subject expertise, and career goals.
- **Education:** Degrees earned, institutions attended, graduation dates, and relevant coursework or honors.
- **Certifications and Licenses:** State teaching certifications, endorsements, and other relevant credentials.
- **Teaching Experience:** Detailed descriptions of previous teaching roles, including grade levels, subjects taught, and achievements.
- **Skills:** Classroom management, lesson planning, technology proficiency, communication, and other relevant abilities.
- **Additional Sections:** Awards, professional development, volunteer work, or extracurricular involvement when applicable.

Formatting Tips

To ensure readability and professionalism, use a clean, consistent format with clear headings and bullet points. Keep the resume concise, ideally one to two pages. Use action verbs such as "developed," "implemented," or "collaborated" to describe responsibilities and achievements. Quantify accomplishments where possible, for example, "improved student reading levels by 15%." Avoid including irrelevant information or excessive personal details.

Crafting a Strong Teacher Cover Letter

A strong cover letter is essential to complement the teacher resume and create a compelling application package. It should be personalized, well-structured, and directly address the job posting.

Structure of a Teacher Cover Letter

The cover letter typically contains the following parts:

- **Introduction:** State the position you are applying for and how you learned about it.
- **Body Paragraphs:** Explain your teaching experience, skills, and accomplishments relevant to the role. Highlight how your philosophy aligns with the school's mission and values.
- **Closing:** Express enthusiasm for the opportunity, mention availability for an interview, and thank the reader for their consideration.

Writing Tips

Use professional language and maintain a positive tone. Avoid repeating the resume verbatim; instead, provide additional context or examples. Address the letter to a specific person when possible to demonstrate attention to detail. Proofread carefully to eliminate errors and ensure clarity.

Tips for Customizing Your Resume and Cover Letter

Customization is key to making your **teacher resume and cover letter** stand out. Tailoring these documents to the specific job and institution increases the chances of being noticed by hiring committees.

Research the School or District

Understanding the school's culture, values, and priorities allows you to highlight relevant experiences and skills. Incorporate keywords from the job description and reflect the school's mission in your cover letter.

Highlight Relevant Experience and Skills

Emphasize your expertise in the subject areas and grade levels sought by the employer. Showcase accomplishments that demonstrate your ability to meet the school's needs, such as improving student outcomes or integrating technology in the classroom.

Use Keywords and ATS-Friendly Formatting

Many schools use Applicant Tracking Systems (ATS) to screen resumes. Use keywords from the job posting and standard headings to ensure your documents pass automated screening.

Common Mistakes to Avoid

When preparing a **teacher resume and cover letter**, avoiding common pitfalls will improve your chances of success.

Generic Applications

Submitting generic resumes and cover letters that do not address the specific job reduces effectiveness. Always customize to the position and institution.

Overloading with Information

Including excessive details or irrelevant information can overwhelm the reader. Focus on the most pertinent qualifications and achievements.

Spelling and Grammar Errors

Errors in spelling or grammar create a negative impression. Thorough proofreading and, if possible, peer review are essential before submission.

Unprofessional Format

Using inconsistent fonts, colors, or complicated layouts can distract from the content. Maintain a clean, professional appearance.

Frequently Asked Questions

What are the key elements to include in a teacher resume?

A teacher resume should include contact information, a professional summary, education credentials, teaching certifications, relevant teaching experience, skills related to education, and any awards or professional development.

How can I tailor my cover letter for a teaching position?

To tailor your cover letter, research the school and its values, mention specific qualifications that

match the job description, highlight relevant teaching experience, and explain how your teaching philosophy aligns with the school's goals.

What keywords should I use in a teacher resume to pass Applicant Tracking Systems (ATS)?

Use keywords such as classroom management, curriculum development, lesson planning, student assessment, differentiated instruction, educational technology, and specific certifications like 'State Teaching License' or subject-specific terms.

How long should a teacher resume and cover letter be?

A teacher resume should ideally be one to two pages, focusing on relevant experience and skills. The cover letter should be concise, typically one page, clearly explaining your interest and qualifications for the teaching position.

Should I include a teaching philosophy statement in my cover letter?

Including a brief teaching philosophy in your cover letter can be beneficial as it gives insight into your approach and values as an educator, but it should be concise and relevant to the job you are applying for.

How do I address gaps in employment on my teacher resume or cover letter?

Be honest about gaps and briefly explain them in your cover letter, focusing on any professional development, volunteer work, or skills gained during that time to show continued growth and commitment to education.

Additional Resources

1. Crafting the Perfect Teacher Resume: Stand Out in the Education Job Market

This book provides a step-by-step guide to creating a compelling teacher resume that highlights your skills, experience, and achievements. It includes practical tips on formatting, keyword optimization, and tailoring your resume for different teaching positions. Whether you're a new graduate or an experienced educator, this resource helps you make a strong first impression.

2. Cover Letters for Educators: How to Write Letters That Get You Hired

Focused specifically on cover letters for teachers, this book breaks down the essential elements of an effective cover letter. It offers sample letters for various teaching roles and advice on personalizing your message to reflect your passion for education. The guide also covers common mistakes to avoid and how to address gaps or career changes.

3. The Teacher's Resume and Cover Letter Workbook

This interactive workbook combines practical exercises with expert guidance to help teachers develop their resumes and cover letters. It encourages self-assessment, goal setting, and revision to

ensure your application materials truly represent your strengths. With templates and checklists included, it's an excellent tool for job seekers in education.

4. Winning Teacher Resumes and Cover Letters: Insider Secrets to Landing Your Dream Job

Written by a seasoned education recruiter, this book reveals insider tips on what hiring managers look for in teacher resumes and cover letters. It explains how to highlight your unique qualifications and adapt your documents for different school districts and grade levels. The author also shares advice on following up after submitting applications.

5. Resume Writing for Teachers: A Guide to Showcasing Your Educational Expertise

This guide helps teachers articulate their professional experiences and educational accomplishments clearly and effectively. It addresses the challenges educators face when translating classroom experience into resume language that appeals to administrators. The book also includes sections on incorporating certifications, technology skills, and professional development.

6. Effective Cover Letters for Teaching Positions: Making Your Case with Confidence

Targeting educators seeking new opportunities, this book focuses on crafting persuasive cover letters that communicate your teaching philosophy and fit for the role. It provides examples for various education levels and specializations, offering strategies to engage readers and demonstrate enthusiasm. The book also covers how to handle application requirements and follow-up correspondence.

7. Teacher Job Applications: How to Write Resumes and Cover Letters That Get Noticed

This comprehensive guide covers the entire application process for teaching jobs, with a strong emphasis on resume and cover letter writing. It explains how to tailor your application materials to different types of schools, including public, private, and charter institutions. The book also discusses how to address employment gaps, career shifts, and other common concerns.

8. Stand Out as an Educator: Resume and Cover Letter Strategies for Teachers

Designed to help teachers differentiate themselves in competitive job markets, this book offers practical advice on showcasing unique skills and experiences. It includes tips on incorporating action verbs, quantifying achievements, and demonstrating impact in the classroom. The guide also provides advice on digital portfolios and online applications.

9. The Educator's Guide to Resume and Cover Letter Success

This resource offers a thorough overview of best practices for resume and cover letter writing tailored to educators. It includes guidance on aligning your documents with job descriptions and school missions, as well as tips for maintaining professionalism and clarity. The book also features sample resumes and letters for a range of teaching roles and career stages.

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teacher resume and cover letter: Real-resumes for Teachers Anne McKinney, 2000

Applying for teaching and administrative positions in schools requires a specialized kind of resume. This guide offers advice along with actual examples of resumes and covering letters, to help educators find the best opportunities available to them.

teacher resume and cover letter: The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter.

teacher resume and cover letter: *Real-resumes for Career Changers* Anne McKinney, 2000 Writing a career-change resume is the most complex of resumes to write. Using actual resumes and covering letters, the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers.

teacher resume and cover letter: *Ace Your Teacher Resume (and Cover Letter)* Anthony D. Fredericks, 2021-03 Award-winning author and teacher Anthony D. Fredericks is back with an all-new, revised and expanded version of the second in his teacher resource series. In this captivating and highly practical book, (which builds on the success of the critically acclaimed *Ace Your Teacher Interview*) Fredericks offers real-world guidelines, fresh advice, and down-to-earth tips from numerous principals and superintendents around the country. Most important, he provides you with insider knowledge on what vocabulary, key words, and phrases school administrators look for. Discover what's often missing from teacher resumes and what things to exclude from your resume. *Ace Your Teacher Resume (and Cover Letter)* gives you proven strategies, winning guidelines, and scores of sample resumes and cover letters. Also included are step-by-step writing instructions and that help you rise to the top of the applicant pool and give you a distinctive advantage over the competition an advantage that can result in a permanent job offer and the career of your dreams. With this step-by-step guide, you can create a dynamic resume with a catching objective and an incredible cover letter rooted in your own unique experiences and philosophy. This book will show you how you can stand out as a teacher candidate truly at the top of your game!

teacher resume and cover letter: *The New P.E. Teacher's Handbook (eBook version)*

Dustin Yakoubian, This ebook is a great reference tool for any Physical Education teacher. Includes over 80 full-length lesson plans! Also includes information to help you prepare for the job hunt, create your program, enhance your program and develop yourself further as a professional! Everything you need to get your PE career going!

teacher resume and cover letter: *Resumes and Cover Letters for Managers* Anne

McKinney, 1999 Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process. From office manager to CEO, managers trying to relocate to or from these and other industries and fields will find helpful examples: Banking, Agriculture, School Systems, Human Resources, Restaurants, manufacturing, Hospitality Industry, Automotive, Retail, Telecommunications, Police Force, Dentistry, Social Work, Academic Affairs, Non-Profit Organizations, Childcare, Sales, Sports, Municipalities, Rest Homes, Medicine and Healthcare, Business Operations, Landscaping, Customer Service, MIS, Quality Control, Teaching, the Arts, and Self-Employed.

teacher resume and cover letter: *Cover Letters that Blow Doors Open* Anne McKinney, 1999

Designed as the comprehensive guide to cover letter preparation, the 272-page book shows examples of exciting and door-opening cover letters. The main section of the book shows cover letters by field and industry. For example, job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting, banking, and financial community. From aviation, to computer operations, to management, to sales, to transportation, cover letters tailored to specific fields are illustrated which can be used as models or templates for those involved in a job hunt. But what if a job hunter is changing careers or doesn't need a cover letter targeting a specific field or functional area? There's a section showing examples of all-purpose cover letters, career-change cover letters, cover letters for entrepreneurs, and cover letters for those seeking their

first job. For those seeking advice on how to respond to ads, how to handle questions about salary requirements, how to request consideration for multiple job openings in the organization, and how to write letters for special situations, there's a section entitled Sixteen Commonly Asked Questions About Cover Letters (and Job Hunting).

teacher resume and cover letter: Developing Portfolios in Education Ruth S. Johnson, J. Sabrina Mims-Cox, Adelaide Doyle-Nichols, 2009-07-21 Developing Portfolios in Education: A Guide to Reflection, Inquiry, and Assessment, Second Edition takes preservice and inservice teachers through the process of developing a professional portfolio. It is designed to teach readers how traditional and electronic portfolios are defined, organized, and evaluated. The text also helps teachers to use their portfolios as an action research tool for reflection and professional development.

teacher resume and cover letter: The Everything Cover Letter Book Burton Jay Nadler, 2005-06-01 Get the interview with professional correspondence! Completely updated for today's competitive job market, The Everything Cover Letter Book, 2nd Edition is what you need to get your foot in the door! With hundreds of resumes lined up for the job you want, it seems impossible to get yours to rise to the top of the pile. You need a superior cover letter to sell yourself when you're not there to do the talking. Make a memorable first impression and get the job you want with this authoritative reference as your guide. This new edition includes: 200 plus cover letters, revised for today's industries. Techniques to highlight the best qualities on your resume. Tips on industry trends. Savvy advice on how to grab your reader's attention. Detailed guidance on how to polish your letter to perfection. Formatting guidelines to follow for letters, emails, notes, and more. Dos and Don'ts based on specific job applications. With sample letters for every job seeker - from stay-at-home moms to traveling CEOs - The Everything Cover Letter Book, 2nd Edition is the only guide you'll need to land the job of your dreams!

teacher resume and cover letter: Handbook for the Beginning Music Teacher Colleen Marie Conway, Thomas M. Hodgman, 2006 This practical and essential resource guides preservice and beginning music teachers through the most difficult years of music teaching. Part One assists undergraduate music education students in navigating early observations; Part Two offers advice for music student teachers; and Part Three is an invaluable reference for the beginning music teacher. Nineteen real-life stories are interspersed throughout Handbook for the Beginning Music Teacher, and most include questions for discussion developed by the story authors. -- Publisher

teacher resume and cover letter: The Successful Substitute Kim Bailey, Kristen Nelson, 2023-11-28 Tackle your role as substitute teacher with confidence and ease. This essential resource offers field-tested guidance on how to maintain effective classroom and behavior management while making connections with students and advancing classroom content. Packed with strategies, actionable steps, and insights from a variety of guest teachers, this book will prepare you for a day that is both enjoyable and productive. This book will help you: Walk through the process of becoming a substitute teacher step by step—from submitting the initial paperwork to completing a full school day Glean insights from current and former substitutes, with clearly defined dos and don'ts of the role Learn how to make positive impressions with school staff and establish connections with students Strategize on how to correct misbehavior and redirect attention in rowdy classrooms Understand classroom structures you may encounter and receive tips and activities tailored to each one Contents: Introduction Chapter 1: Prepare for Success Chapter 2: Start Out Strong Chapter 3: Connect With Students Chapter 4: Make It Manageable and Engaging Chapter 5: Stay Calm in the Storm Chapter 6: End Strong Chapter 7: Thrive and Grow Into Your Future Chapter 8: Keep Going! Keep Growing! References and Resources Index

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teacher resume and cover letter: How to Get the Teaching Job You Want Robert Feirsen, Seth Weitzman, 2023-07-03 Competition for the best teaching jobs is becoming more intense. Since

publication of the first edition, when it was mainly the most desirable schools that were deluged by applications, the economic climate has made the teacher market more competitive across the board, and is changing hiring practices. Now extensively revised, this book maintains its place as the most up-to-date book available on job hunting for teachers. The authors cover changes in the educational marketplace; the new mandates about standardized testing and public reporting of student achievement—and what they mean for applicants; how new certification standards and schools' requirements affect career changers; the growing acceptance of on-line applications and electronic portfolios; and provide additional advice for teachers applying to change schools or districts. This is also the only guide written by school administrators. Offering the insights and experience of two authors who do the hiring, it details a step-by-step program for taking charge of your teaching career. How to Get the Teaching Job You Want enables you to:

- * Match your unique talents to the needs of a particular school
- * Craft effective cover letters and resumes, using models that address the specific needs of college graduates, teachers changing schools, returning teachers and career changers
- * Make effective on-line applications
- * Leverage your achievements as an experienced teacher—or, for graduates or career changers, student teaching, substitute teaching, volunteer work or content knowledge—into a job offer
- * Locate jobs on-line and discover valuable information about schools, including test results, educational philosophy and names of key administrators
- * Design a portfolio in book or electronic format to showcase your abilities
- * Practice interview skills using 100 questions taken from real job interviews
- * Apply proven strategies for a variety of interview formats, including high stress interviews and performance interviews
- * Address controversial questions during interviews

This book covers procedures for applying to elementary, middle and high schools; public, independent, and parochial schools; as well as international and boarding schools. Anecdotes recounting the experiences of real candidates looking for jobs illustrate key points. Access to the authors' web site ensures that you will stay current in a changing job market. This is a vital book for teachers and aspiring teachers who want to achieve their career goals. It will also be invaluable for guidance counselors, psychologists, librarians and other school professionals.

teacher resume and cover letter: Teacher Ready. Know-how to become a certified teacher
 Pasquale De Marco, 2025-05-04 **Are you ready to make a difference in the lives of your students and leave a lasting impact on the world? **Teacher Ready: Know-how to Become a Certified Teacher** is your comprehensive guide to becoming a certified teacher and embarking on a rewarding career in education. Whether you're just starting out or looking to enhance your teaching skills, this book has something for everyone. In this book, you'll find everything you need to know to be an effective educator, including:

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teacher resume and cover letter: How to Be Successful in Your First Year of Teaching Middle School Mary Ellen Griffith, Anne B. Kocsis, 2011 Middle school, the formative years in which students reach puberty and start the massive, life changing alterations that will determine who they are, is one of the hardest times for any new teacher to start their career. Problem students can become harder to deal with and those who are not prepared often don't make it through their first year without a little help. This book has been written to help every teacher who is dreading rather than looking forward to that first day in front of their new classes. This heavily researched, detailed book will help first-year middle school teachers learn how to deal with supplies, planning, parents, overcrowded classrooms, the requirements of the No Child Left Behind Act, piles of paperwork, money shortages due to budget cuts, negativity from pubescent students and other staff members, at-risk students, students who are capable but choose not to work, and special needs students. You will learn how to ask principals and administrators for help, how to memorize names quickly, how to create seating charts, how to write lesson plans, how to follow a daily routine, how to help struggling readers, how to gain respect, how to get a mentor, how to develop and implement a grading system, how to discipline students who feel they are more mature than they are, how to create assessments, how to find free things for teachers, and how to build your confidence. The most important thing of all, you will learn how to deal with the rapidly changing emotions and hormones of new teenagers and middle school age students. In addition, you will read about where to go for support, the reality of spending your own money on classroom supplies, mandated tests, technology solutions, and behavior management skills. We spent countless hours interviewing second year middle school teachers, as well as veteran teachers, and have gathered and presented their advice for how to deal with the first year in teaching at a middle school. With this book in hand, you will not only survive you will feel empowered to go on after your first year and become a powerful motivating force for scores of young people for years to come. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

teacher resume and cover letter: 10 Steps for Hiring Effective Teachers Mary C. Clement, 2015-01-08 The quick-read, step-by-step guide to hiring outstanding teachers! Whether you are new to hiring or searching for a fresh approach, this invaluable guide helps you select the best possible candidates. Mary Clement, a nationally-awarded expert on teacher hiring, presents proven strategies for identifying high-performing teachers. Readers will learn Ten best practices that address every stage of the hiring process Techniques and sample questions for Behavior-Based Interviewing Interview questions to avoid How to involve teacher peers in interviewing and mentoring new hires Identify and hire high-performing teachers, and see your students' academic potential flourish! Mary has intimate knowledge of the realities of the hiring process in schools and her suggestions for improvement are rooted in these facts. The need for the book is long overdue. —Tim Neubert, Board President, Illinois Association for Employment in Education Human Resources Administrator, Veteran School District Starting with the opening pages Mary Clement provides the reader with succinct, research-based targeted information on good hiring policy and practice. Her emphasis on behavior-based interviewing and involvement of other school stakeholders is well taken. —Lloyd Goldsmith, Professor and Program Director Department of Graduate Studies in Education, Abilene Christian University They say hiring a teacher is a multi-million dollar decision. When a multi-million dollar decision is being made you want the best process for obtaining the best teachers

that you can. 10 Steps for Hiring Effective Teachers will put you on that path. —L. Robert Furman, Elementary Principal South Park School District

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Pasquale De Marco, *The Teacher's Guide to a Fulfilling Career Change* is an empowering resource for educators seeking a path to renewed passion, purpose, and fulfillment beyond the classroom. With a wealth of practical strategies and inspiring insights, this comprehensive guide illuminates the journey of career change, helping teachers navigate the crossroads of their professional lives. Within these pages, teachers will embark on a journey of self-discovery, exploring their unique skills, values, and talents that extend far beyond the confines of the classroom. They will learn to recognize signs of dissatisfaction, overcome fears and doubts, and craft a personalized career plan that aligns with their aspirations. This invaluable guide delves into the vast array of career paths available to teachers, from educational consulting and training to entrepreneurship and small business opportunities. It provides a roadmap for navigating the job market, identifying high-demand fields, and preparing for successful career fairs and interviews. *The Teacher's Guide to a Fulfilling Career Change* also addresses the emotional and practical challenges that accompany career change. It offers strategies for managing finances during the transition period, overcoming common obstacles, and maintaining a positive mindset. Teachers will find invaluable advice on transitioning smoothly to a new career, adapting to different work environments, and building strong relationships with colleagues. Enriching one's professional development is paramount in the journey of career change. This book emphasizes the importance of acquiring new skills and knowledge through certifications, courses, workshops, and conferences. It encourages teachers to embrace lifelong learning, seek mentorship and coaching, and build a network of supportive peers. Throughout this transformative journey, teachers will discover the art of reinventing themselves, embracing change, and cultivating a growth mindset. They will learn to overcome limiting beliefs, stay adaptable and resilient, and create a fulfilling and purposeful life. *The Teacher's Guide to a Fulfilling Career Change* is an indispensable resource for teachers seeking a path to renewed passion, purpose, and fulfillment beyond the classroom. If you like this book, write a review!

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Why not improve your recruiting techniques and staff development strategies? Clement describes realistic yet simple hiring strategies ranging from performing the initial interviews to making the final hiring decision. She also outlines the importance of maintaining a continuing support structure for the entire faculty and illustrates strategies through case studies. An important tool for administrators, teachers, and other staff members involved in recruiting and retention.

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teacher resume and cover letter: *Real-Resumes for Firefighting Jobs* Anne McKinney, 2004

When firefighters and emergency medical technicians prepare their resume and other materials needed to explore employment opportunities, they realize that they have a unique background. At last there is a resume book that shows firefighters how to best present their qualifications, credentials, licenses, experience, volunteer work, education and training, affiliations, and other information. Would-be firefighters as well as experienced firefighting professionals will find outstanding samples of resumes and cover letters that worked for real people in their field. A special section of the book shows firefighters how to apply for government jobs and how to write the specialized resumes needed to apply for federal employment. As part of that section on the federal hiring process, the book shows how to write KSAs (statements describing Knowledge, Skills, and Abilities). This is a highly specialized title for a highly specialized field and for the very special people in that field.

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