

# Who?

# When?

# How?

## A Teacher's Guide to Education



Career &  
Employment  
Centre  
(2010)



Laurentian University  
Sudbury (Ontario)  
2009

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Centre d'emploi et de carrières

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# Resume

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## What is it?

A resume is an important tool when attempting to prove to an employer that you are the ideal candidate for the job posting. A good resume, allows you to obtain an interview. In order for this to happen, you must have a clear, readable short, error free resume. It has to be perfect.

Before starting it is recommended that you jot down some of the courses you have taken, as well as some of your qualifications, certificates, your interests and personal values and on. This will help you out along the way as you have the information ready.



## What does it contain?

Here is a list of things we would normally find on a resume:

- Personal references (including: name, address, and telephone number)
- Personal objectives (the job posting that you are interested in)
- Studies (any courses or degrees you deem important with a short description)
- Professional Experiences (past employment followed by a short description)
- Activities and Interests/additional references (volunteer, languages spoken, computer knowledge)
- References (these are not mandatory, you can simply indicate that they are attached with the kit. In this case you would have to prepare a list of references).

## What should I leave out?

There is certain information that should never appear on your resume, such as:

- Weight
- Physical appearance
- Religion
- Social Insurance Number (SIN)
- A photo
- Your date of birth
- Political status

Try to keep away from any information leading to your personal life, because this can lead to bias and discrimination.

## What are employers looking for?

In a resume, employers are looking for certain elements such as:

- Strong individuality
- Logical structure
- Visible and clear
- Presented neatly and originally
- Clear description of responsibilities and knowledge

## What type of vocabulary attracts employers?

To help you out, here is a list of action verbs that would be useful when trying to make your qualifications noticeable on your resume. They can also help in your cover letter.

Accomplished	Delegate	Facilitate	Maintain	Recommend
Adapt	Demonstrate	Favouritism	Meet a	Recruit
Administer	Direct	Follow	deadline	Reorganize
Analyze	Directions	Formulate	Motivate	Represent
Built	Distribute	Guide	Obtain	Research
Calculate	Drive	Help	Organize	Resolve
Compile	Elaborate	Identify	Perspective	Review
Compose	Establish	Improve	Persuade	Revise
Coordinate	Estimate	Influence	Plan	Study
Correct	Evaluate	Initiate	Prepare	Supervise
Create	Examine	Inquire	Present	Teach
Council	Execute	Invent	Produce	



Here is another list of adjectives that you might find useful as well.

Active	Competent	Honest	Original	Punctual
Adaptable	Conscientious	Independent	Patient	Reliable
Analytical	Creative	Ingenious	Persevere	Responsible
Artistic	Determined	Innovative	Practice	Sensible
Calm	Diligent	Intelligent	Precise	Servable
Capable	Dynamic	Logical	Productive	Spiritual
Cautious	Energetic	Meticulous	Professional	Sympathetic
Compatible	Flexible	Organized	Progressive	Trustworthy

## What style of resume is right for me?

There are three types of resumes. It's up to you to decide which one is more convenient and suits you the best. On the following pages you will find some examples of resumes, in three different styles.

### **Chronological :**

The most common used style, which consists of your personal experiences in chronological order.

### **Functional :**

Puts your values and qualifications into perspective based on the job applied for.

### **Combined :**

A mix of both types listed above.

At the Career and Employment Centre, you can find several models of good resumes, or at [http://www.laurentian.ca/Laurentian/Home/Departments/Placement+Centre/Misc+Folder/JobPreparationTips.htm?Laurentian\\_Lang=en-CA](http://www.laurentian.ca/Laurentian/Home/Departments/Placement+Centre/Misc+Folder/JobPreparationTips.htm?Laurentian_Lang=en-CA)



*Chronological style*

## **Ben Koffman**

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32 Martin Rd. SUDBURY (ON) P3E 1B1

(705) 555-5555

[ben.koffman@laurentian.ca](mailto:ben.koffman@laurentian.ca)

### Objective

To become a teacher in an elementary school, preferably at the 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> grade level.

### Education

#### **Bachelors Certificate in Education**

Aug 2007-April 2008

*Laurentian University, Sudbury (ON)*

#### **Bachelor of Arts in Sociology and International Relations**

Aug 2002-Dec 2006

*Laurentian University, Sudbury (ON)*

### Experience related to teaching

#### **Department of General Studies**

Dec 2006-Present

*St. Charles College, Sudbury (ON)*

- Facilitated student learning and conduct research in the area of politics and western civilization
- Assisted in the coordination and implementation of community service and student affairs activities

#### **Camp Counselor**

June 2005-Present

*Camp Sudaca, Sudbury (ON)*

- Conducted learning activities for children aged 4-14
- Coordinated outings and assured parents received all necessary information

### Pre Practicum Stages of Teaching

**Lively High School, Lively (ON)** – 11th grade

Dec 2008

**Valley View Public School, Val Caron (ON)** – 4th grade

March 2007

## Past Experience

### **Department of History**

Dec 2004-Jan2006

*Laurentian University, Sudbury (ON)*

- Assisted professor in research assignments and data entry.

## Leadership

Director of Youth and Member of the Central Executive, UDP

2007-Present

President, International Students, Laurentian University

2006-2007

Student Representative, VP for Student Development's Board

2005-2006

President, St. Charles College Student Council

2001-2002

## Awards

Recipient, Kathy W. Humphrey Award for Diversity

Nov 2006

Recipient, The Katharine Walsh Scholarship

May 2004

Speaker, The Belizie National Teacher's Day Ceremony

May 2004

Recipient, The Saint John Berchman Award for Leadership

April 2001

## Volunteer

St Joseph Hospital

Summer 2006

Sudbury (ON)

- Assisted on the 4<sup>th</sup> floor, patients after surgery.

## References

Available upon request.

*Functional style*

## **Ben Koffman**

23 Martin Rd.  
Sudbury (ON) P3E 1B1  
(705) 555-5555

[bx\\_koffman@laurentian.ca](mailto:bx_koffman@laurentian.ca)

### Objective

To become a teacher in an elementary school, preferably at the 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> grade level.

### Qualifications and Interests

#### COMMUNICATION

- Several years of experience working with children aged 8-11 years old
- Competent in reading, writing and oral communication
- Bilingual in both official languages
- Capable of teaching at the children's level, to assure they are learning the language
- Ability to motivate children to want to learn

#### ORGANIZATION

- Experience organizing games for children
- Experience with coordination and organization in order to better assist students in learning

#### COMPUTER KNOWLEDGE

- Understanding and knowledge with Microsoft Windows, Word, Excel, PowerPoint, Corel WordPerfect, Lotus and the Internet.

#### PERSONAL SKILLS

- Ability to be creative and imaginative
- Patient, sensible and comprehensive towards children's needs

#### ACTIVITIES

- Taught piano to 8th grade students
- Coached basketball to children aged 7-12 years old

#### HEALTH AND SAFETY

- C.P.R. (level C) – re obtained June 2006

## Education

### **Bachelors Certificate in Education**

*Laurentian University, Sudbury (ON)*

Aug 2007-April 2008

### **Bachelor of Arts in Sociology and International Relations**

*Laurentian University, Sudbury (ON)*

Aug 2002-Dec 2006

## Experience (teaching related)

### **Department of General Studies**

*St. Charles College, Sudbury (ON)*

Dec 2006-Present

- Facilitated student learning and conduct research in the area of politics and western civilization
- Assisted in the coordination and implementation of community service and student affairs activities

**Lively High School, Lively (ON) – 11th grade**

Dec 2008

**Valley View Public School, Val Caron (ON) – 4th grade**

March 2007

## References

Available upon request

*Combined style*

## BEN KOFFMAN

32 Martin Rd., Sudbury (ON) P3E 1B1  
 (705) 555-5555  
[bx\\_koffman@laurentian.ca](mailto:bx_koffman@laurentian.ca)

### **OBJECTIVE**

To become a teacher in an elementary school, preferably at the 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> grade level.

### **EDUCATION**

**Bachelors Certificate in Education** Aug 2007-April 2008  
*Laurentian University, Sudbury (ON)*

**Bachelor of Arts in Sociology and International Relations** Aug 2002-Dec 2006  
*Laurentian University, Sudbury (ON)*

### **PROFESSIONAL EXPERIENCES RELATED TO TEACHING**

**Department of General Studies** Dec 2006-Present  
*St. Charles College, Sudbury (ON)*

- Facilitated student learning and conduct research in the area of politics and western civilization
- Assisted in the coordination and implementation of community service and student affairs activities

**Camp Counselor** June 2005-Present  
*Camp Sudaca, Sudbury (ON)*

- Conducted learning activities for children aged 4-14
- Coordinated outings and assured parents received all necessary information

### **VOLUNTEER WORK**

**St Joseph Hospital** Summer 2006  
*Sudbury (ON)*

- Assisted on the 4th floor, patients after surgery

### **PRE PRACTICUM STAGES OF TEACHING**

**Lively High School, Lively (ON)** – 11th grade Dec 2008

**Valley View Public School, Val Caron (ON)** – 4th grade March 2007

**QUALIFICATIONS AND INTERESTS****COMMUNICATION**

- Several years of experience working with children aged 8-11 years old
- Competent in reading, writing and oral communication
- Bilingual in both official languages
- Capable of teaching at the children's level, to assure they are learning the language
- Ability to motivate children to want to learn

**ORGANIZATION**

- Experience organizing games for children
- Experience with coordination and organization in order to better assist students in learning

**COMPUTER KNOWLEDGE**

- Understanding and knowledge with Microsoft Windows, Word, Excel, PowerPoint, Corel WordPerfect, Lotus and the Internet.

**PERSONAL SKILLS**

- Ability to be creative and imaginative
- Patient, sensible and comprehensive towards children's needs

**ACTIVITIES**

- Taught piano to 8th grade students
- Coached basketball to children aged 7-12 years old

**HEALTH AND SAFETY**

- C.P.R. (level C) – re obtained June 2006

**REFERENCES AND LETTERS**

Available upon request

## Did I revise properly?

Now that you have finished your resume, review the following aspects, and assure that you have not missed anything.

- Printing and paper is good quality
- The outline is presentable and professional
- All categories are well highlighted
- All margins are even
- All aversive points are distinguishable
- Are you coherent
- Your name is in plain view
- Assured that you have not written "resume" or "name" in front of your name
- The information is clear and precise
- No spelling mistakes or typos
- Your resume makes your good teaching qualities stand out
- Your competencies are written using action verbs
- You have used adjectives and adverbs to address your experiences
- Your job duties are included and clearly visible
- You have avoided abbreviations and acronyms
- You have avoided given out personal information (date of birth, religion)
- Your telephone number or where to leave a message is clearly indicated
- Your resume format is the best one for your personality and past experiences



## Final Advice

Here is some advice to look at while writing your cover letter:

- Don't forget your cover letter is the first text your employer reads
- Take lots of care in creating your cover letter, assuring there are no errors
- It should not be more than one page, but should be clear and organized
- It has to be addressed to someone. Attempt to find out the exact contact name of the person you wish to read your resume. If this is not possible, then address the person with Mr or Ms instead of "to whom it may concern".
- Don't summarize your resume, the letter has to include your aptitudes and the reason you are applying
- Be simple, direct, objective and positive
- You always have to sign your letter, and give the original copy (no photocopy)
- Use the same paper as your resume
- Use some of the verbs and adjectives that you used in your resume



**GOOD LUCK!**

# Cover Letter

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## What is it?

A cover letter is meant to make your employer want to read your profile, and want to set up an interview with you. It has to be brief, but still stand out!

## What does it contain?

This letter usually has between 4-5 paragraphs, and here is what you should find within each one:

### 1<sup>st</sup> paragraph

- Gives the main idea of your letter
- If you are applying to a job posting, list the posting
- How you found out about the posting
- Examples :
  - It would be my pleasure to apply for this posting
  - I learnt from the... that you are looking to fill a position
  - I read in the paper that you are looking to fill a position
  - Please allow me to apply for a position within...

**(try not to start the sentences with the word "I" for all the sentences.)**

### 2<sup>nd</sup> paragraph

- Gives an idea of the qualifications and interests which can be useful for the position as well as the reason for applying. You can also divide this paragraph into two paragraphs outlining your experiences, then your qualities and achievements.

### 3<sup>rd</sup> paragraph

- Here you indicate that your resume will be attached to the cover letter, and re state where you can be reached.

### 4<sup>th</sup> paragraph

- Ending phrase
- Examples :
  - At your earliest convenience
  - In the event that you choose my application
  - Thank you again
  - I hope to hear from you soon

# Employment Kit

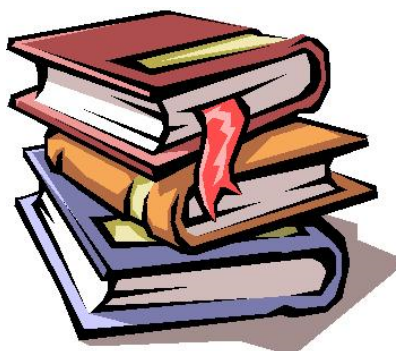
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If you are interested in an interview on campus, or from a job posting, it is often recommended that you prepare an Employment kit containing the following information:

- Cover Letter
- A copy of the employment posting
- A copy of your English resume for the English school boards
- A copy of your French resume for the French and Immersion school boards
- A copy of your grades at the different levels in Teacher's College
- A copy of your birth certificate, baptismal or marriage certificate for the catholic school boards
- A copy of your high school transcript as well as your university transcript for those who are interested in teaching at the secondary level
- A copy of your tuberculosis test (required for any employment posting)
- A reference letter from your pastor or a faith certificate for the catholic school boards
  - In religious study courses, you will be given some examples of faith certificates given from different school boards
  - It is possible that some school boards will be highly specific of the information required in your faith certificate
  - A reference from your pastor is a letter written by your pastor stating that you attend his sessions, as well as practice a catholic religion

It is recommended that you create a kit for each new job posting, as well as each school board.

Do not forget! Some school boards are very precise in employment kit, if you need extra help in creating your kit please see the Career & Employment Centre for additional aid.



# Example of a Faith Certificate

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March 20th, 2009

English Catholic District School Board  
111 Lorne St.  
Sudbury (ON)  
P3B 1B2

Dear Miss Lise Lafleur,

RE : Faith Certificate

I am writing this letter as a testament of my catholic religion.

As an applicant for a position within your board, I am confirming my knowledge in Religious studies, as well as assuring that I will be able to teach it to children based on the level of the catholic beliefs and my education.

I am committed to respecting what is preached in the church, and believe that I will be able to show that not only towards my students, but my fellow co workers as well.

Sincerely,

(your signature here)

Suzie Lamarche

**\*\*\*Don't forget!** You can add additional information if you feel the need to, such as if you attend church on a regular basis, if you served as a child of the church or an aid to your pastor, etc.

## Example of a Letter from a Pastor

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ATTENTION : Miss Lise Lafleur  
 Director of Human Resources  
 Catholic School Board of Sudbury  
 999 Elm St.  
 Sudbury (ON)  
 P3B 1B0

RE :            APPLICANT NAME : \_\_\_\_\_  
                  APPLICANTS ADDRESS: \_\_\_\_\_

I am writing this reference in regards to the applicant listed above, who is applying for a position with the Catholic School Board of Sudbury.

1. I have known this person for \_\_\_\_ years.
2. Questions regarding the catholic religion of the above applicant (check all that apply)
  - He/She attends church on a regular basis
  - He/She is a valid Christian model
  - He/She has a Christian valued lifestyle
3. I (check all that apply)
  - Would recommend this applicant to the fullest (excellent candidate)
  - Would recommend this applicant(good candidate)
  - Wouldn't recommend this applicant (poor applicant)
  - I don't have enough contact with this candidate to be able to provide a recommendation

Other Comments (if necessary):

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Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Phone number \_\_\_\_\_

Name& address \_\_\_\_\_  
 of Church \_\_\_\_\_  
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