



**Assumption
University**

Career Development and
Internship Center

Professional Communication Handbook for Education Majors



Career Development and
Internship Center

Assumption Career Development & Internship Center Professional Communication Handbook for Education Majors

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Professional Communication & Your Personal Brand

Your professional image and brand is directly tied to your reputation. It's all about who you are and what you want to be known for. One way to build your image and brand within the professional world is through strong communication. Employers will not take you seriously if you are unable to represent yourself and communicate in a professional manner. It is essential to your future career endeavors that you make a positive and lasting first impression, and we've included some guidelines to help you do so.



Use spell check on all of your professional documents like résumés, cover letters, personal statements, and emails. Reread your materials, and ask someone else to proofread too.



Use simple, legible, and professional style and formatting. Times New Roman and Garamond are some classic fonts that never go out of style.



Do your research! Take the time to look further into positions, districts, and individual private/charter schools by utilizing their website or LinkedIn page. Demonstrate your interest by using keywords and customizing documents to target various functions of the job description.



Keep your professional communication brief. Emails and formal documents should be short, punctual, and powerful.



Focus on your achievements, and not simply your duties. Don't just use language from your last job description. Instead, show the impact you had on the position, your team, and the organization.



Clean up your social media presence to show a professional image. Update your privacy settings on social media. Google yourself (including a Google Images search!). Make sure that your profile name or handle is appropriate.

Frequently Asked Questions

Résumés can vary depending on the student, your work and academic experiences, and the type of industries or roles that you are applying to. The following is a list of our frequently asked questions, but recognize that these answers may vary slightly based on your own experiences and career interests.

1. How long should my résumé be in length?

A. It is typically recommended to be one full-page in length. The length can often depend on the type of industry you are applying to, how you are using your résumé (ex. admission for graduate school vs. a job application) and your academic, work and extra-curricular experiences. The CDIC is happy to review your résumé with you and make recommendations based on your experiences and plans.

2. Can I use personal pronouns on my résumé such as “I” or “we”?

A. Personal pronouns should not be used on a résumé. Instead of starting your bullets with a personal pronoun, start each bullet with an action verb.

3. What types of experiences do I include on my résumé? What is most important to include?

A. On a standard résumé you should always include your Name, Contact Information, Education (including honor society, dean’s list, and study abroad experience), Work Experiences (including internships or experiential learning opportunities), Extra-curricular Activities (including clubs, organizations, athletics, volunteer experiences) and Skills (including technical skills, certifications, knowledge of social media sites, and foreign languages). Some students choose to include Coursework or Academic Projects on their résumés-see example résumés on pages 6-10.

4. Should I include my experiences from high school on my résumé?

A. First year and sophomore students can include high school experiences on a résumé. Starting your junior year, you should include only college experiences. The goal of a résumé is to include recent and relevant experiences. High school experiences might appear to be outdated and not as relevant as experiences you have had in college.

5. How should I showcase my study abroad experiences on my résumé?

A. Studying abroad is a wonderful opportunity to explore other areas of the world, and it looks great on a résumé. Your study abroad experience should be included in your Education section under your Assumption University experience. Use the same format for both but include the dates that you studied abroad instead of the graduation date. If you participated in an internship or other activities abroad, you would include those experiences in the applicable sections. See example résumé on page 9.

6. Should I include my home address and campus address? What if I am moving after graduation?

A. If you plan to include both your home address and your campus address on your résumé, we recommend including one on the left side and one on the right side – see sample résumés on pages 6-7. If you include only one, you can center it to keep the page looking balanced. If you are a senior or plan on moving in the near future, you may want to consider including only your home address, new address, or just the city, state, and ZIP code of the location you wish to work. See example résumés on pages 8-9.

7. How should I showcase multiple positions within the same organization on my résumé?

A. You would only need to list the business, city and state once on your résumé. In the line below, you can include your current or most recent experience (title, dates and bullets) and then continue in the same format with the “older” position (title, dates and bullets). Remember to list experiences in reverse chronological order. See example résumé on page 8.

8. Should I include an objective or summary on my résumé?

A. Many summaries that we see on résumés are short and vague. We typically recommend leaving an objective or summary off of a résumé unless you can get specific and/or you feel the need to explain why you are interested in a specific position.

9. What courses should I include in my coursework section?

A. It is recommended that you pick 2-3 courses or projects that are relevant to the positions that you are applying to. Think about what you will be doing in the role and the skills needed. Include the classes and projects that best support your skills and knowledge in that area. Consider using higher level courses or courses not required for your major as many applicants will have taken similar courses if they are major requirements. See example résumé on page 8.

10. Is it okay to use color or design on my résumé?

A. Consider your audience and the type of role that you are applying to. Typically, the only résumés that use color or design are being used to apply for marketing or design positions. A general rule of thumb to remember is that in Education, school administrators and personnel want a clean, polished, and professional looking document.

11. What order should I list my experiences in?

A. Reverse chronological order with your current/most recent position first is typically preferred by recruiters.

12. What is the difference between a Résumé and a Curriculum Vitae (CV)?

A. The primary differences between a résumé and a CV are length, what is included, and what each is used for. While a résumé is a one page summary of your education, experiences, and skills that can be customized to fit the job description you are applying to, a CV is a 2 + page document used primarily when applying for international, academic, or research positions or when applying for fellowships or grants. Typical sections included in a CV are Education, Research Experience, Teaching Experience, Publications, Presentations, Grants and Awards, and References.

13. My résumé has moved onto 2 pages, how can I adjust it to fit on 1 page?

A. If your résumé is running onto a second page, you may be able adjust your margins, font size, and spacing to fit your résumé on one page. You can decrease your margin size on the top, bottom, left, and right to as little as 0.3” and your font can be as small as size 10. Spacing can be limited to separate the major sections (Education, Experience, Activities, and Skills) as there is no need to include spaces in between each experience, activity, or skill.

14. What should I include in my skills section?

A. Consider including only technical skills, certifications, foreign languages, and knowledge of social media sites within your Skills section. Soft skills, such as communication, teamwork, detail orientated, and strong work ethic should be showcased within your experiences and activities. When describing your technical skills, consider listing your proficiency level for each skill (basic, intermediate, or advanced) to best promote yourself. Keep in mind that this section is self-ranking!

15. Can I use a résumé template?

A. While there is nothing wrong with using a résumé template, many templates out there limit your ability to adjust spacing, font size, etc. It is recommended that you create your résumé using a Word document which will give you the ability to customize your résumé to your needs.

**Have other questions not answered here?
Contact the Career Development & Internship Center to speak to a Career Advisor.**

Résumé Action Verbs

Financial Skills

administered
allocated
analyzed
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Research Skills

clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Communication Skills

addressed
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
mediated

moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Leadership

accomplished
achieved
attended
chaired
coached
convened
enlisted
facilitated
focused
guided
initiated
instilled
led
strategized

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced

recommended
reviewed
scheduled
strengthened
supervised

Helping Skills

assessed
assisted
clarified
coached
demonstrated
diagnosed
educated
facilitated
familiarized
guided
referred
rehabilitated
represented

Teaching Skills

adapted
advised
clarified
coached
communicated
developed
enabled
evaluated
explained
facilitated
instructed
mentored
persuaded
stimulated

Creative Skills

acted
created
designed
developed
directed
established
founded
illustrated
instituted
integrated

introduced
invented
originated
performed
planned
revitalized
shaped

Clerical/Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
validated

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
solved
trained
upgraded
informed

Sample Elementary Education Résumé (1)

Pierre Greyhound
508-123-4567

p.greyhound@assumption.edu

www.linkedin.com/pierreg

Home Address

15 Hound Way
Boston, MA 02115

Campus Address

500 Salisbury St, Box 111
Worcester, MA 01609

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Elementary Education, History
Dean's List



You can write your specific exam names this way or bullet each one; dates are optional

May 20XX
GPA: 3.6/4.0
Fall 20XX-Present

LICENSURE

- Elementary Education 1-6, Initial (Pending)
- Massachusetts Tests for Educator Licensure passed: Communication and Literacy, Foundations of Reading, General Curriculum Multi-Subject sub test, General Curriculum Math sub test
- SEI Endorsed

Include SEI information



Use key words from the field when describing your experiences

PRACTICUM & PRE-PRACTICUM EXPERIENCE

Flagg Street School, Worcester, MA
Grade 2 Practicum Student Teacher

- Collaborate with the classroom teacher to create a thematic unit and individual lesson plans for English/Language arts, mathematics, social studies, and science
- Participate in Student Council activities, such as Spree Day, and chaperoned a field trip for a class of 25 students to the Ecotarium
- Attend and participate in IEP and 504 meetings, communicating concerns and progress of individual students to parents and other school personnel present

January 20XX-Present

Chandler Magnet School, Worcester, MA
Grade 4 Pre-Practicum Student Teacher

If you have room, you can use 2 bullets to describe each pre-practicum experience

- Observed 25 hours of teaching in history and social science
- Created and presented 3 lesson plans on the Industrial Revolution to a classroom of 25 students

September 20XX-December 20XX

Midland Street School, Worcester, MA
Grade 3 Pre-Practicum Student Teacher



Use numbers and specific curriculum topics to describe your experience

- Observed 25 hours of teaching in mathematics
- Created and presented 3 lesson plans on long division to a classroom of 23 students

January 20XX-May 20XX

West Tatnuck Elementary School, Worcester, MA
Grade 2 Pre-Practicum Student Teacher

- Observed 25 hours of literacy development and instruction
- Created and presented 3 lesson plans on writing complete sentences to a classroom of 26 students

September 20XX-December 20XX

WORK EXPERIENCE

Child Care Provider, Worcester, MA



Describe your detailed work experiences even if they are unrelated to teaching

- Care for 3 children, ages 2-8, three days a week
- Drive children to and from activities, assist with homework, prepare snacks, and entertain with games and arts and crafts

September 20XX-Present

ACTIVITIES

African Community Education After School Program (ACE), Worcester, MA

September 20XX-Present

- Volunteer 2 days a week by providing academic support and engaging in extracurricular activities with children ages 8-10
- Assist with the development of workshops for African refugees and immigrant youth

Assumption University Track & Field (NCAA Division II)

August 20XX-Present

- Participate in community service projects and team fundraising such as the 5K Glow Run
- Devote 20 hours per week to practice, meets, and travel while balancing a 15 credit course load

SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified



Administrators want to see volunteer work and/or athletic involvement on your resume

Sample Elementary Education R sum  (2)

Pierre Greyhound

508-123-4567

p.greyhound@assumption.edu

www.linkedin.com/pierreg

Home Address

15 Hound Way
Boston, MA 02115

Campus Address

500 Salisbury St, Box 111
Worcester, MA 01609

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Elementary Education, History
Dean's List



You can write your specific exam names this way or bullet each one; dates are optional

May 20XX
GPA: 3.6/4.0
Fall 2019-Present

LICENSURE

- Elementary Education 1-6, Initial (Pending)
- Massachusetts Tests for Educator Licensure passed: Communication and Literacy, Foundations of Reading, General Curriculum Multi-Subject sub test, General Curriculum Math sub test
- SEI Endorsed

Include SEI information



Use key words from the field when describing your experiences

PRACTICUM & PRE-PRACTICUM EXPERIENCE

Flagg Street School, Worcester, MA
Grade 2 Practicum Student Teacher

January 20XX-Present

- Collaborate with the classroom teacher to create a thematic unit and individual lesson plans for English/Language arts, mathematics, social studies, and science
- Participate in Student Council activities, such as Spree Day, and chaperoned a field trip for a class of 25 students to the Ecotarium
- Attend and participate in IEP and 504 meetings, communicating concerns and progress of individual students to parents and other school personnel present

Each pre-practicum can be written in 1 bullet

Chandler Magnet School, Worcester, MA

September 20XX-December 20XX

- Observed 25 hours of teaching in social studies and taught 3 lessons on the Industrial Revolution to a class of 25 6th grade students

Midland Street School, Worcester, MA

January 20XX-May 20XX

- Observed 25 hours of teaching in mathematics and presented 3 lessons on long division to a class of 23 3rd grade students

West Tatnuck Elementary School, Worcester, MA

September 20XX-December 20XX

- Observed 25 hours of literacy instruction and presented 3 lessons on writing complete sentences to a class of 26 2nd grade students

WORK EXPERIENCE

Private Family, Worcester, MA



Use numbers and specific curriculum topics to describe your experience

September 20XX-Present

Child Care Provider

- Care for three children, ages 2-8, three days a week and drive them to and from activities, assist with homework, and prepare snacks
- Entertain children with activities such as games, arts and crafts, and imaginative play

YMCA of Greater Boston, Boston MA

May 20XX-August 20XX

Summer Camp Counselor



Describe your detailed work experiences even if they are unrelated to teaching

- Supervised and cared for a group of 15 children, ages 7-8, five days a week for 10 weeks
- Planned and executed team building, arts and crafts, and sports activities on a daily basis
- Performed first aid, complete accident/incident reports, and communicated all concerns with Camp Director and parents as needed

ACTIVITIES

Assumption University Reach Out



Administrators want to see volunteer work and/or athletic involvement on your resume

September 20XX-Present

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

Assumption University Lacrosse (NCAA Division II)

August 20XX-Present

- Participate in community service projects and team fundraising
- Devote 20 hours per week to practice, games, and travel while balancing a 15 credit course load

SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified

SAMPLE ELEMENTARY EDUCATION RÉSUMÉ (3)

p.greghound@assumption.edu

Pierre Greyhound
15 Hound Way Boston, MA 02115
508-123-4567

www.linkedin.com/pierreg

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Elementary Education, History; Concentration: STEM
Dean's List

May 20XX
GPA: 3.6/4.0
Fall 20XX-Present

LICENSURE

- Elementary Education 1-6, Initial (Pending)
- Massachusetts Tests for Educator Licensure passed: Communication and Literacy, Foundations of Reading, General Curriculum Multi-Subject sub test, General Curriculum Math sub test
- SEI Endorsed



Include your specific exams, dates are optional

Include SEI information



COURSEWORK

Technology Integration across the Curriculum: Learned methods for applying technology to every day teaching practices. Designed three different lesson plans which incorporated various technological tools discussed throughout the semester.

Inquiry Biology for Educators: Studied the concepts of ecology, evolution, and genetics; how to teach elementary students to think critically about these topics and break down misconceptions they may have surrounding them. Presented 2 mini lessons to a group of elementary students to hone skills in lesson presentation and in content development.

Use key words from the field when describing your experiences



PRACTICUM & PRE-PRACTICUM EXPERIENCE

Flagg Street School, Worcester, MA
Grade 2 Practicum Student Teacher

January 20XX-Present

- Collaborate with the classroom teacher to create a thematic unit and individual lessons for ELA, mathematics, social studies, and science
- Participate in Student Council activities, such as Spree Day, and chaperoned a field trip for a class of 25 students to the Ecotarium
- Attend and participate in IEP and 504 meetings, communicating concerns/progress of students to parents and school personnel

Chandler Magnet School, Worcester, MA

September 20XX-December 20XX

- Observed 25 hours of teaching in social studies and taught 3 lessons on the Industrial Revolution to a class of 25 6th grade students

Midland Street School, Worcester, MA

January 20XX-May 20XX

- Observed 25 hours of teaching in mathematics and presented 3 lessons on long division to a classroom of 23 3rd grade students

West Tatnuck Elementary School, Worcester, MA

September 20XX-December 20XX

- Observed 25 hours of literacy instruction and presented 3 lessons on writing complete sentences to a class of 26 2nd grade students



Each pre-practicum can be written in 1 bullet

WORK EXPERIENCE

YMCA of Greater Boston and Worcester, Boston, MA/Worcester, MA

Summer Camp Counselor

Summers 20XX, 20XX and 20XX

- Supervised and cared for a group of 10 children, ages 7-9, five days a week for 10 weeks of the summer
- Planned and executed team building, arts and crafts, and sports activities on a daily basis
- Assisted with the planning and execution of 3 Family Night activities to foster a sense of community among the campers and their families

School's Out Activity Leader

September 20XX-June 20XX

- Supervised and cared for children between the ages of 5-13 in both summer camp and after school program settings
- Assisted with homework and offered tutoring to children who need it
- Performed first aid, complete accident/incident reports, and communicated all concerns with Program Director and parents as needed

ACTIVITIES

Assumption University Reach Out Center

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

Describe your detailed work experiences even if they are unrelated to teaching

Administrators want to see volunteer work and/or athletic involvement on your resume

Fall 20XX-Present



SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified

SAMPLE SECONDARY EDUCATION RÉSUMÉ (1)

Pierre Greyhound

Boston, MA 02115 | 508-123-45767 | p.greyhound@assumption.edu | www.linkedin.com/pierreg

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Secondary Education, History
Dean's List

May 20XX
GPA: 3.6/4.0
Fall 2019-Present

Study Abroad: Assumption University, Rome, Italy

Spring 20XX

LICENSURE

- History 9-12, Initial (Pending)
- Massachusetts Tests for Educator Licensure (MTEL) passed: Communication and Literacy, History Subject Matter
- SEI Endorsed

Include SEI Information

Write your specific exam names this way or bullet each one; dates are optional

PRACTICUM & PRE-PRACTICUM EXPERIENCE

North High School, Worcester, MA

Grade 11 Practicum Student Teacher

- Design and implement a unit plan on the Revolutionary War to 90 junior year students in 3 U.S. History classes
- Participate in monthly department meetings to collaborate with other teachers to create common writing assessments
- Attend and contribute to IEP and 504 meetings, communicating concerns and progress of individual students
- Organize and chaperoned a field trip to the State House in Boston for 150 11th grade students

Use key words from the field to describe your experiences

January 20XX-Present

Doherty Memorial High School, Worcester, MA

Grade 9 Pre-practicum Student Teacher

- Observed more than 25 hours of teaching in a social studies classroom
- Created and implemented 3 lesson plans on the Civil War to a classroom of 25 students
- Partnered with the practicing teacher to effectively create a culminating writing assignment for the Civil War unit

September 20XX-December 20XX

Use numbers and specific curriculum topics

WORK EXPERIENCE

Private Family, Worcester, MA

Child Care Provider

- Care for 3 children, ages 2-8, three days a week during the school year and full time during the summer
- Drive children to and from afternoon activities, assist with homework, and prepare snacks
- Entertain children with activities such as games, arts and crafts, and imaginative play

Include your detailed work experiences even if they are unrelated teaching

September 20XX-Present

ACTIVITIES

Assumption University Reach Out Center

- Our Lady of the Angels, After School tutor
- Habitat for Humanity, Volunteer

Administrators want to see volunteer work and/or athletic involvement on your resume

September 20XX-Present

Assumption University Soccer (NCAA Division II)

- Devote 20 hours per week to practice, games, and travel while balancing a 15 credit course load and a part time job
- Participate in community service projects and team fundraising

August 20XX-Present

Campus Activities Board (CAB)

August 20XX-Fall 20XX

SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook, and Instagram
- First aid and CPR certified

SAMPLE SECONDARY EDUCATION RÉSUMÉ (2)

Pierre Greyhound

508-123-4567

p.greyhound@assumption.edu

www.linkedin.com/pierreg

Home Address

15 Hound Way
Boston, MA 02115

Campus Address

500 Salisbury St, Box 111
Worcester, MA 01609

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Majors: Secondary Education, History
Dean's List



You can write your specific exam names this way or bullet each one; dates are optional

May 20XX
GPA: 3.6/4.0
Fall 20XX - Present

LICENSURE

- History 5-12, Initial (Pending)
- Massachusetts Tests for Educator Licensure (MTEL) passed: Communication and Literacy, History Subject Matter
- SEI Endorsed

Include SEI information

PRACTICUM & PRE-PRACTICUM EXPERIENCE

North High School, Worcester, MA
Grade 11 Practicum Student Teacher



Use key words from the field when describing your experiences

January 20XX - Present

- Design and implement a unit plan on the Revolutionary War to 90 junior year students in 3 U.S. History classes
- Participate in monthly department meetings to collaborate with other teachers to create common writing assessments
- Attend and contribute to IEP and 504 meetings, communicating concerns and progress of individual students
- Organize and participate in Student Council activities, such as a pep rally, and chaperoned a field trip to the State House in Boston for 150 11th grade students

Use numbers and specific curriculum topics to describe your experience



Doherty Memorial High School, Worcester, MA

September 20XX - December 20XX

- Observed 25 hours of teaching and presented 3 lessons on the Civil War to a classroom of 25 9th grade students

Oak Middle School, Shrewsbury, MA

January 20XX - May 20XX

- Observed 25 hours of social studies instruction and worked with the team English teacher to create and present 3 lessons for an interdisciplinary writing unit on the Industrial Revolution for 21 7th grade students

Include a separate middle school pre-practicum if you did one



WORK EXPERIENCE

Private Family, Worcester, MA
Child Care Provider



Describe your detailed work experiences even if they are unrelated to teaching

September 20XX - March 20XX

- Cared for three children, ages 2-8, three days a week during the school year and full-time during the summer
- Transported children to and from afternoon activities, assisted with homework, and prepared snacks
- Entertained children with activities such as games, arts and crafts, and imaginative play

ACTIVITIES

Assumption University Reach Out Center

September 20XX - Present

- Big Brother/Big Sister of Central Massachusetts, Volunteer
- Habitat for Humanity, Volunteer

Campus Activities Board (CAB)

General Member



Administrators want to see volunteer work and/or athletic involvement on your resume


September 20XX - Present

SKILLS

- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, and Facebook
- First-aid and CPR certified


SAMPLE COVER LETTER

Pierre Greyhound
500 Salisbury St, Box 111
Worcester, MA 01609
508-123-4567


 Can omit if applying through School Spring


p.greyhound@assumption.edu

March 15, 20XX

 Update with the date you submit your application

Superintendent Maureen Binienda
Worcester Public Schools
Durkin Administration Building
20 Irving Street
Worcester, MA 01609

 Be sure to explain what job you are applying for and where/how you found it

 Your first paragraph **MUST** contain your Philosophy of Education Statement-(think about what being a teacher means to you)-transition to it after your first sentence

Dear Ms. Binienda,

I am applying for the Third Grade Classroom Teacher position at Flagg Street School that is posted on School Spring. As an educator, I believe that proper support and opportunities allow any student to succeed. Teachers play a vital role in ensuring this will happen as we become experts on and advocates for our students. We foster a love of learning in our students, and provide the guidance they need to be able to see their own potential. This helps them find the success they each deserve. I am excited to work with children as they discover themselves through exploring the world around them, and I believe my student teaching practicum, additional course work, and my experience in providing child care have provided the knowledge I need to do so.

Example 1

Example 2

Example 3

Currently, I am completing a practicum in a second grade classroom at Flagg Street School. From the start, I quickly learned about my students through public speaking and individual journaling activities, and I used formal and informal assessments to identify their strengths and weaknesses across content areas. This has allowed me to successfully plan and implement lessons that fall in accordance with the district's curriculum maps. I contact parents and attend staff, IEP, and 504 meetings. This has taught me different styles of professional communication and how to be a contributing member of a team. I also volunteered to assist with the Student Council, and am helping organize the annual Spree Day. In the future, I hope to be equally involved in this school community.


 Use transitions: avoid starting every sentence with "I"

Additionally, there are many courses I have taken which have prepared me to educate young minds and how to teach students with varying needs. For example, in my Teaching English Language Learners course, I learned how to address the language barriers that present a challenge to students who are trying to access the curriculum. I completed weekly lesson plans about vocabulary acquisition across content areas using the tiered vocabulary strategies outlined in the course. I also researched age appropriate texts in all subject areas that could easily be adapted for an ELL student. In a school setting as diverse as Worcester, I feel this course has prepared me to do my job well.

Prior to completing my pre-practicum or practicum, I began working as a childcare provider for three school-age children. I transport them to daily activities and help ensure their educational needs are being met by assisting them with homework, projects, and studying. This has solidified my interest in a teaching career and in working with students at the elementary level.

I look forward to further discussing the Third Grade Classroom Teacher position at Flagg Street School. I can be reached via cell phone at 508-123-4567 or via email at p.greyhound@assumption.edu. Thank you.

Sincerely,

 Keep your cover letter to 1 page or less

Pierre Greyhound

SAMPLE NETWORKING E-MAIL/LINKEDIN MESSAGE



Use LinkedIn or check in with family, friends, and your network to find a person to contact rather than generically addressing to an organization or "To Whom It May Concern"



Mention how you obtained their contact info and highlight specific reasons as to why the field or this contact is of interest to you

Dear Mr. Smith,

I found your name and contact information through the Assumption University Career Connection Group on LinkedIn. I am a junior majoring in Elementary Education and History, and hope to pursue a career as an elementary classroom teacher. Given your background in this field and work in the Millbury Public Schools, I would appreciate the chance to ask you a few questions about your career path and your experience. I hope work in a district similar to Millbury, and I am seeking insight into your experiences with the district and in the classroom as a whole.

I realize that this is likely a busy time of year for you, but I am hopeful that you would be willing to speak with me over the phone or via email at some point during the next few weeks. Please let me know if you are interested in sharing your expertise, and if so, what method of communication would be preferable.

Thank you in advance for your time and insight.

Sincerely,

Pierre Greyhound
Assumption University Class of 20XX

SAMPLE THANK YOU NOTE

March 16, 20XX

Ms. Mary Labuski, Principal
Flagg Street School
115 Flagg Street
Worcester, MA 01602

Dear Ms. Labuski,

*Send your note within
24-48 hours of your
interview*



*Can omit if you are
handwriting your note
(which is more personal
approach but email is
still okay)*



*Elaborate on important
points from the
interview to show your
enthusiasm and interest,
and to remind the
interviewer who you are*



Thank you for the opportunity to interview for the Third Grade teaching position at Flagg Street School on March 15, 2023. After our discussion, I am even more excited about this future possibility than before.

I plan to foster my motivation and work ethic into my students, and will do so by using my ability to quickly build relationships and establish rapport with them in a structured and safe learning environment. I am committed to maintaining open communication with parents, families, colleagues, and administration. As we discussed, I am also interested volunteering for different committees and advising extra-curricular activities within the school.

Through my experiences in the Worcester Public Schools, I have developed a strong appreciation for diversity, which I will model for my students daily. Having spent three years observing and student teaching in this district, I know the expectations of the teachers and how to work with the students and communities you serve.

Again, thank you again for taking the time to interview me. I would welcome the opportunity to become a classroom teacher at Flagg Street School. I look forward to hearing from you soon.

Sincerely,

Pierre Greyhound

*Keep your note to about half
a page in length*



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