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# EDUCATIONAL CAREER SERVICES

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## LETTER OF APPLICATION FOR EMPLOYMENT

- Addressed by name, title, and correct mailing address to the individual serving as employer, search committee chair, or contact person.
- Reflects candidate's reading and understanding of the complete job description or job brochure.
- Reflects candidate's research and understanding of the school, district, and community.
- Indicates to employer the position for which application is made and the source of the job vacancy (i.e., Educational Career Services Office at University of Illinois, IASB, etc.)
- Indicates why applicant is applying and what qualifications make her/him worthy of serious consideration (academic preparation, certificates, professional work experience in education).
- States applicant's availability for interviews and date of availability for employment.
- Refers to the attached vita.
- Refers to the attached statement of professional accomplishments (if requested, for superintendent searches conducted by the Illinois Association of School Boards).
- Printed onto 8 1/2" x 11" high-quality resume paper and reflects a conservative, professional image of the candidate.
- Mailed with other materials in a 9" x 12" envelope or submitted online through employer's website.

## VITA

- Sent along with the cover letter of application.
- Current, correct, complete, no longer than about four pages.
- Provides employer with an easily readable summary of candidate's earned academic degrees, certificates, professional work experience, professional associate memberships, professional service, awards and honors, publications, civic/community activities, placement file/reference information, and other information related to the position sought.
- Contains no complete sentences, abbreviations, or acronyms.
- Contains only job-related information and excludes information that is non-job-related and, thus, illegal for employers to require of job applicants (i.e., personal/social information that may indicate ethnic group, marital status, religious group, age, gender, etc.).
- May contain attached photocopies of state certificates for administrators.

- Clean, clear, crisp document on good quality, professional resume paper.
- Mailed with other materials in a 9" x 12" envelope or submitted online per employer.

## APPLICATION FORM

- Attached to other materials or completed online.
- Provided by employers or search consultant (i.e., IASB).
- Filled out completely and does NOT contain the statement, *See vita*.
- Printed with clear, high-quality resolution that will produce a good copy; many applications are now online so please follow directions.

## SUBSEQUENT CORRESPONDENCE

- Make photocopies of all correspondence with employers and maintain in a log.
- Be sure to write thank-you notes after job interviews.

## THE STATEMENT OF PROFESSIONAL ACCOMPLISHMENTS

- Generally required only for superintendent searches conducted by the Illinois Association of School Boards (IASB).
- An annotated description of your major, professional accomplishments in educational administration by subject group. This is included with application materials and is one or two pages (maximum). IASB information materials for job applicants recommend selecting from the following categories: curriculum review and change; PR; media; MBO/PPBS; Board/staff/administrator goal setting; creative leadership; budgets; policy development and review; working with builders and developers; negotiations; RIF; evaluation; in-service; employment; dismissal; fiscal management; tax referendums; working with citizens' groups. In phrases, not complete sentences, under your selected topics, indicate the accomplishment, where (school district/school), who was involved (board, community, etc.), when (year), what were the results, and why it was accomplished. Request information from IASB for this.
  - Southern IASB office: (217) 528-9688
  - Northern IASB office: (630) 629-3776

8/2009

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### EDUCATIONAL CAREER SERVICES OFFICE

University of Illinois at Urbana-Champaign • Council on Teacher Education • College of Education • 505 E. Green Street • Suite 202 • Champaign, IL 61820

(217) 333-0740 • fax (217) 333-5689 • email: [ecso@illinois.edu](mailto:ecso@illinois.edu) • <http://www.education.illinois.edu/ecso>