

ASCEND

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Using Templates

November 7, 2021

Our Essential Question



How can I make good use of
templates for my résumé and
cover letter?



“Content
is king.”

—Bill Gates,
on the 1996 partnership
that established MSNBC

Content Is King



- You will get the interview because of your documents' content, not design
- Extremely poor or extremely flashy design will be a distraction from content

Why Use Templates?



Unless you're a graphic designer...
you're not a graphic designer.

A Caution



Many templates are made
by graphic designers,
for graphic design jobs



JAMES WILLIAM

FINANCE MANAGER

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CONTACTS



Phone

+123 456 789



Email

example@example.com



Address

your street/states address
with country, city 0123

SKILLS

PROFESSIONAL

- ▶ Communication
- ▶ Ability to Work Under Pressure
- ▶ Decision Making

WORK EXPERIENCE

2014
2016

COMPANY / INSTITUTE NAME

Full street/state address

ENTER YOUR JOB POSITION HERE

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2016

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2016

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Delete from Templates

- Photo
- Profile—replace with Objective
- “Skills” section
- Interests/hobbies



No Photos



It is widely considered inappropriate to include your photo in educational leadership job application materials.

No Unsupported Claims



- Don't include unsupported claims about your skills
- Demonstrate your skills by listing specific accomplishments
- List 4-7 bullets with specific accomplishments in each section of your work history

Templates to Avoid

- Excessively flashy
- Built around photo
- Too much wasted space
- Clearly designed for another industry





JOHNSON DOE

CREATIVE DESIGNER

ABOUT ME

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EXPERIENCE

2019 to 2022

PROJECT MANAGER
Lorem Technology - New York

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2019 to 2022

PROJECT MANAGER
Lorem Technology - New York

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2019 to 2022

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2019 to 2022

PROJECT MANAGER
Lorem Technology - New York

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EDUCATION

2019 to 2022

PROJECT MANAGER
Lorem Technology - New York

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2019 to 2022

PROJECT MANAGER
Lorem Technology - New York

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2019 to 2022

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2019 to 2022

PROJECT MANAGER
Lorem Technology - New York

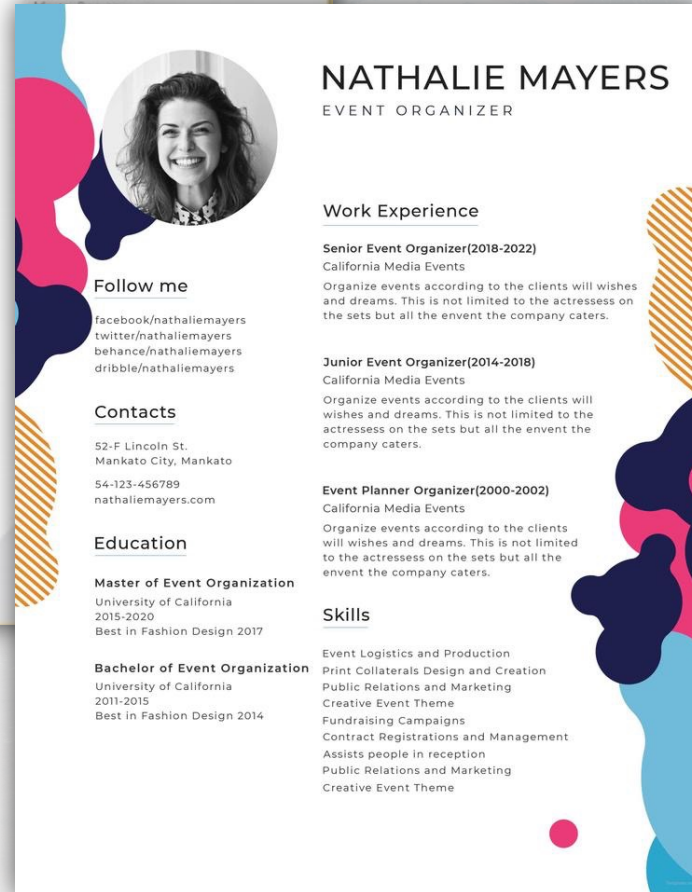
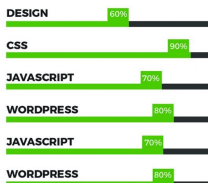
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ADDRESS:
1234 STREET ROAD, CITY
NAME, UK S67 890.

PHONE:
01234-456-0000

EMAIL:
CONTACT@MYCVSTORE.COM

WEBSITE:
WWW.MYCVSTORE.COM



NATHALIE MAYERS

EVENT ORGANIZER

Work Experience

Senior Event Organizer(2018-2022)
California Media Events

Organize events according to the clients will wishes and dreams. This is not limited to the actresses on the sets but all the event the company caters.

Junior Event Organizer(2014-2018)
California Media Events

Organize events according to the clients will wishes and dreams. This is not limited to the actresses on the sets but all the event the company caters.

Event Planner Organizer(2000-2002)
California Media Events

Organize events according to the clients will wishes and dreams. This is not limited to the actresses on the sets but all the event the company caters.

Skills

Event Logistics and Production
Print Collaterals Design and Creation
Public Relations and Marketing
Creative Event Theme
Fundraising Campaigns
Contract Registrations and Management
Assists people in reception
Public Relations and Marketing
Creative Event Theme



Avoid "Kid-Friendly" Designs



123 North Street | Anytown, PA 15055 | (412) 555-1212 | rebeccasmith@gmail.com

REBECCA M. SMITH

PROFILE
Enthusiastic and nurturing elementary educator focused on establishing a strong literacy and math foundation for all learners. Experienced with developing a differentiated curriculum through incorporating Common Core standards. **PA Certified and Highly Qualified in PK-4 Education**, with a dual certification in PK-8 Special Education.

EDUCATION

- Mid Curriculum & Instruction, Central Penn University, 2005 - 2007, Anytown, PA
- BA Elementary & Special Education, Youngstown State College, 1994 - 1998, Anytown, OH

EXPERIENCE

Grade 2 Teacher, Lincoln Elementary School, 2002 - present, Anytown, PA

- Present an engaging, collaboratively developed literacy curriculum for second graders that utilizes guided reading strategies, including running records and tiered intervention.
- Practice Responsive Classroom principles and encourage a positive, problem-solving community of learners.
- Serve as co-chair of the district's Math Intervention Committee.

Grade 4 Special Education Teacher, Eastside Elementary School, 1998 - 2002, Anytown, PA

- Collaborated with classroom teachers, parents, and special education team to develop Individual Education Plans for caseload of 20 special education students.
- Worked with identified students in one-on-one and small group settings to provide support, instruction, and intervention.

Student Teacher, Youngstown Primary School, 1997 - 1998, Anytown, OH

- Collaborated with classroom teacher to develop engaging, standards-based lessons for students in multi-age classroom (Grades 1 and 2).
- Established classroom routines and exhibited strong classroom management abilities.

PROF. DEV.

- Differentiation and the Common Core (August 2013)
- Google Apps in the Elementary Classroom (March 2013)
- Personalized Learning (May 2012)
- Paed Ticks and Tricks (April 2011)
- Bullying at School: What to Do (October 2009)
- Responsive Classroom (June 2008)

"REBECCA COMES TO WORK EVERY DAY WITH THE GOAL OF CHANGING LIVES. AND SHE ACCOMPLISHES JUST THAT."
- Barbara Young, Principal at Lincoln Elementary School

LEARN MORE: [LinkedIn](#) [Pinterest](#) [iStock.com/rebeccasmith](#)

MARINA SMITH
ELEMENTARY TEACHER

+100 123 456 789 | marinasmith@freepik.com | [linkedin.com](#)

ABOUT ME
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EXPERIENCE

Volunteer Teacher (2019 - 2021)
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Volunteer Teacher (2017 - 2019)
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Elementary Teacher (2018 - 2017)
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EDUCATION

University (2014 - 2016)
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University (2013 - 2014)
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School Name (2009 - 2013)
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LANGUAGES

English: ●●●●●●
Spanish: ●●●●○
German: ●●●●○

SKILLS

Sign Language, Organization, Critical Thinking, Adaptability, Teamwork, Leadership

"Education is the most powerful weapon which you can use to change the world."
- Nelson Mandela

RESUME TEMPLATE
editable version

Amanda Byerly

ABOUT
A systematic behavior focused on creating positive, affirming and learned environments where all students have the opportunity to achieve greater academic and behavioral outcomes. Skills in identifying and implementing your progress in order to evaluate the whole child, actively participate in local, regional, and national professional learning communities.

CERTIFICATION

- Early Childhood Education
- Reading Teacher
- Special Education Generalist

EDUCATION

- University of Education, Bachelor of Education (Early Childhood Education), 2008
- City University of Town, Bachelor of Education (Reading/Early Childhood Education), 2009

WORK EXPERIENCE

- 2010 - 2015: Elementary Teacher, Lincoln Elementary School
- 2008 - 2010: 2nd Grade Teacher, Youngstown Primary School
- 2007: Special Education Resource Teacher, Lincoln Elementary School
- 2006: Pre-Kindergarten Teacher, Lincoln Elementary School
- 2005: Kindergarten Teacher, Lincoln Elementary School

CONTACT

ADDRESS: 123 Main Street, Anytown, PA 15055
PHONE: (412) 555-1212
EMAIL: amandabyerly@gmail.com

PORTFOLIO

© Amanda Byerly 2015

Recommendation Letters

- No template
- Should not all have same design
- OK to use school letterhead



Paper Size



Institution/Organization/Year	JOB TITLE Company
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Availability: Immediate	re
Language: English, French	

- A4: 8.25" x 11.75"
- US Letter: 8.5" x 11"
- Most of the world uses A4
- US uses US Letter
- Many templates are available in both
- Be sure to use the right size for the school
- Watch for cut-off text

Save As PDF



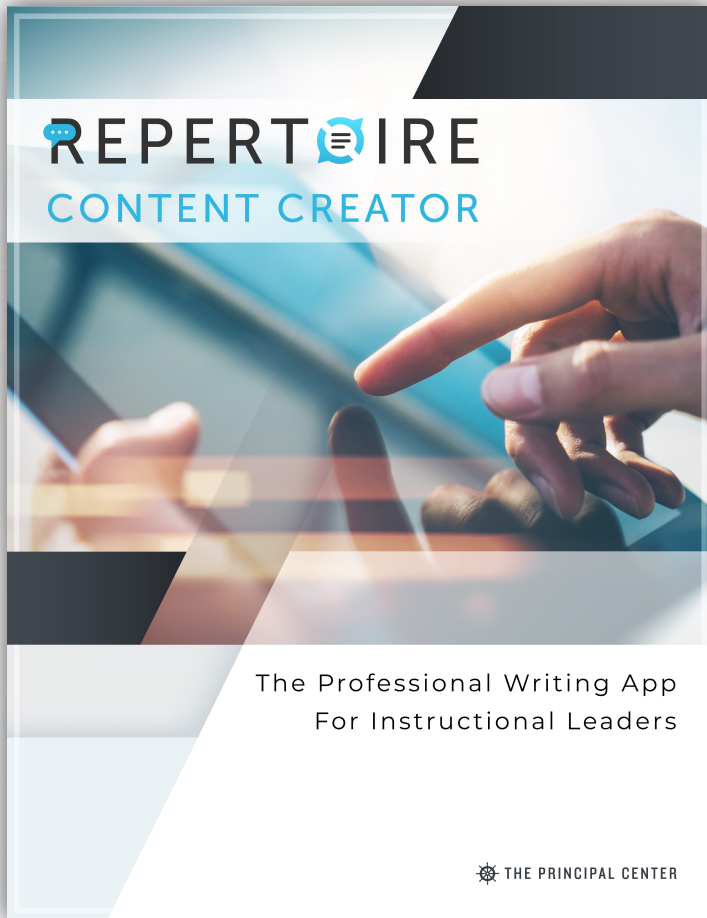
- Prevent font substitution
- Ensure accurate layout
- Hide revision history
- Avoid surprising the reader

Save the Date



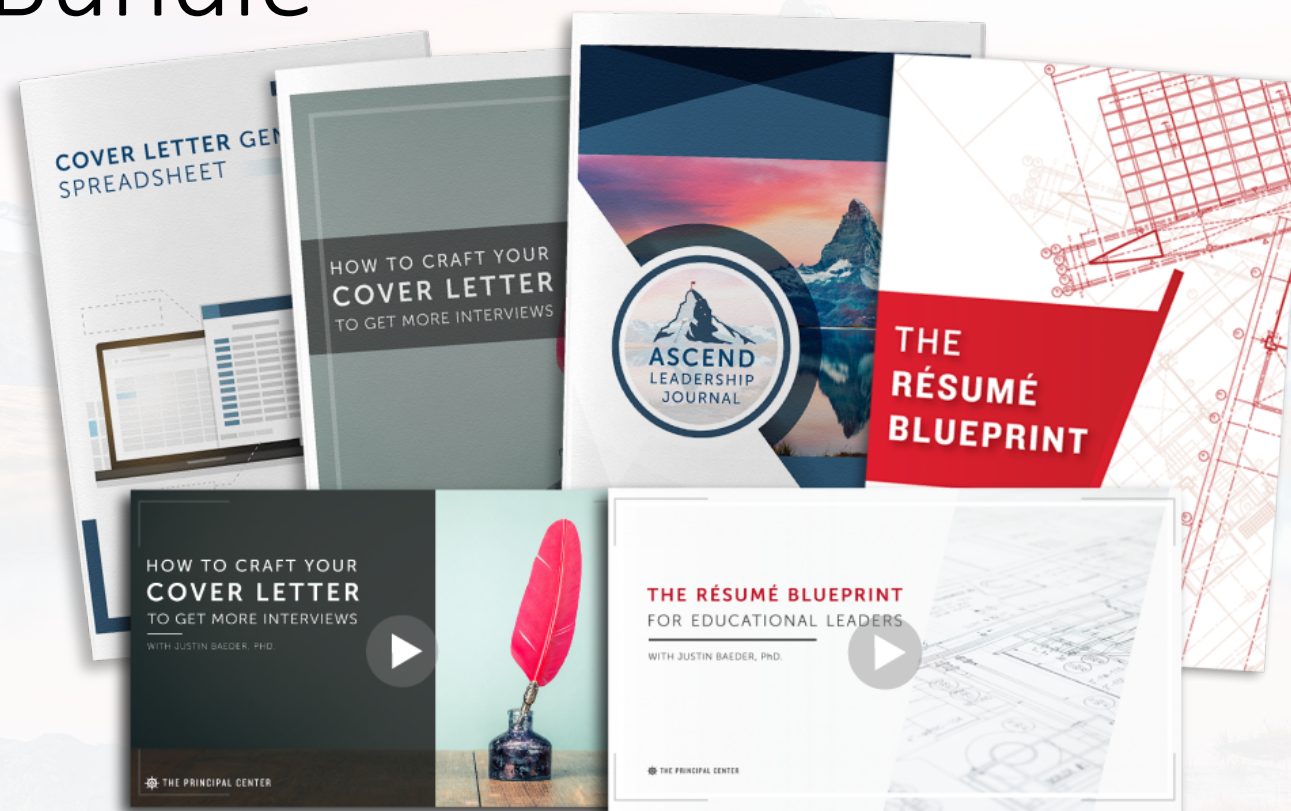
2022 job search kickoff:
Black Friday
November 26, 2021

Member Benefits



- Cover letter generator
Available now in Repertoire
Content Creator
- Coming soon: résumé & cover
letter templates

Get the Bundle



PrincipalCenter.com/application

Members: dashboard.principalcenter.com/ascend-application-bundle/