

Figure 8.1: Résumé Layout Example

Summary of Accomplishments

This section is all about highlighting your qualifications. What specific qualifications set you apart from others? What special skill set or unique experiences do you have that others may not? Examples include the following.

- Fluent in English and Punjabi
- Elementary, middle, and high school experience
- Increased state mathematics assessment scores from 56 percent proficient to 75 percent proficient over a two-year period
- Named educator of the year by local business association
- Authored the following articles (then list the articles)

YOUR NAME HERE

Experience

By the time you are looking for an educational leadership position, you probably have a lot of experience, so organize this section with your diverse experiences without just repeating job descriptions. One suggestion is to organize your experience by levels: school-level experiences, district-level experiences, and state-level experiences. Alternatively, organize your experiences by your job titles: principal experiences, assistant principal experiences, teaching experiences.

Specialized Training or Areas of Expertise

List any specific trainings helpful for the position you are applying for, or any specific areas of expertise beneficial for where you want to work. This list should be no more than three to five bullets.

Employment History

This section is a chronological list of your employment history. Just list your position, where you worked, and the dates employed.

Education

This section is a chronological list of your educational history. List what degree you earned, from where, and the date.

In these examples, you can see speaking another language is definitely a skill that sets you apart from others, as is having multiple school-level experiences. Finally, sharing concrete results of your leadership or highlighting specific awards is also great to start your résumé that captures attention.