

# **MARKETING YOURSELF TO LAND A TEACHING POSITION**

**JOY CORDIA  
ASSISTANT PRINCIPAL  
BREA OLINDA HIGH SCHOOL**



**WHO IS IN THE  
ROOM?**

# THE APPLICATION PROCESS

- Ed-join or District Website
  - [www.edjoin.org](http://www.edjoin.org)
- Common Application Materials/Attachments:
  - Letter of Interest/Cover Letter
  - Resume
  - Letters of Recommendation

# Lowell Joint School District

11019 Valley Home Avenue, Whittier, California 90603



**Employer:** [Lowell Joint School District - Orange](#)

**Date Posted:** 11/8/2016

**Contact:** [Rosie Blankenship](#)  
562-902-4203

**Number Openings: (At  
time of posting)** 1

**Length of Work Year:** ASAP until May 27, 2016

**Employment Type:** Full Time

**Application Deadline:** **Until Filled**

**Salary:** Appropriate Placement on the Teacher Salary Schedule

## Requirements for Applying

Please submit the following:

- Resume
- Letter of Introduction
- Three Letters of Recommendation
- Transcripts (Post BA)
- Copy of Multiple Subject Credential w/English Learner Authorization

# COVER LETTER

- Single page
- Business letter Format
- Proofread
- **Why do you want to work in that community?**

DAVID H. ANDERS

1 Mission Circle • Fort Worth, TX 76102  
Phone: (817) 466-0015 • Email: danders@yahoo.com

(Date)

(Name of Hiring Manager, Title)  
(Name of Company)  
(Address)  
(City, State Zip)

Dear (Mr. or Ms.)(Last Name):

If your organization is currently in need of a management professional with a record of achieving top performance, leading highly skilled teams, and producing quantifiable results, I feel it would be beneficial for us to meet. Therefore, I would like to present my resume and qualifications for your review.

Throughout my career in operations leadership positions, I have been at the forefront of high-profile programs and initiatives, leading teams of 100-450+ and managing multimillion-dollar budgets/assets within challenging and complex environments. Balancing between immediate and long-term objectives, I have built a successful record of results that includes 7-figure cost savings, an increase in quality and safety performance, and team improvement through high-quality training programs.

Highlights from my experience and credentials include:

- \$3.5 million in savings within my current position as Director of Operations for a 476-member team, primarily by implementing and championing Six Sigma and Lean methodologies.
- Development and implementation of multiple staff development/training programs over a 10-year period that has yielded significant improvements in team member knowledge, capabilities, and performance.
- B.S. degree, Six Sigma Green Belt certification, and Secret Security Clearance from the U.S. government.

My résumé will provide additional details regarding my background and qualifications. I would welcome the opportunity for a personal interview so that we could discuss your organization's top-priority needs and the performance you can expect from me in addressing those needs.

Thank you for your time and consideration, and please do not hesitate to contact me if you have any questions.

Sincerely,

David H. Anders

Enclosure

# RESUME CONTENT

- Single page
- Objective
- Education
- **Relevant** Experiences
  - Work
  - Volunteer
- Professional Memberships

# RESUME CONSIDERATIONS

- Bullet points
- Standard, conservative font in 10 - 12 point
- Print or scan quality
  - Balance of “white space” and text
- Double Check: typographical errors, misspellings, and poor grammar
  - Teh v. The
  - Then v. Than

# LETTERS OF RECOMMENDATION

- Recent
- Relevant
- Positive

Highlights about You



# WHAT IS THE JOB DESCRIPTION?

## Job Description / Essential Elements:

Print 

Meet and instruct those classes and pupils assigned in the location and at the time designated. E

Develop and maintain a class environment conducive to effective learning. E

Show evidence of daily preparation in classes assigned. E

Assist pupils to set and maintain standards and follow acceptable normative rules of behavior. E

Apply a wide variety of instructional techniques and instructional media applicable to individuals or groups of pupils of varying capabilities identified by valid analysis. E

Implement by instruction and action-efforts the district's school and class identified goals and objectives. E

# GETTING STARTED EARLY

Login/Register

Make Your Own  
Profile



Search for jobs by title, city, state, etc.

SEARCH



Home

Job Search

Events

Login/Register

Employer Inquiry

Help

**THANK YOU AND GOOD LUCK**  
**JCORDIA@BOUSD.US**

Questions and Answers

