

Resume Update Instructions



SchoolWorks
Assessing Quality, Building Capacity



NOTABLE AREAS OF EXPERTISE

Charter School Authorizing, English Language Learner (ELL) Supports



FEATURED SCHOOLWORKS EXPERIENCE

Role | School/District

Use just one line to describe your main responsibilities in the role, or share a major key accomplishment.

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FEATURED PROFESSIONAL EXPERIENCE

Job Title | Company

DATES FROM – TO

Use just one line to describe your main responsibilities in the role, or share a major key accomplishment.

Job Title | Company

DATES FROM – TO

Use just one line to describe your main responsibilities in the role, or share a major key accomplishment.

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EDUCATION

Degree Title | Company, Date

Degree Title | Company, Date

Degree Title | Company, Date

New One-Page Format!

1. Easy for clients to read/scan
2. Provides a concise window into your relevant expertise
3. Reduces the bulk of our proposal submissions
4. Easy to update
5. Levels the playing field across our team

HELLO, GORGEOUS!



GET STARTED

1. Keep it to one page.
2. Leave the top right fields (they are standardized).
3. Update your name and title.
4. Copy and paste your experience and education.
5. Add 3-4 of your SchoolWorks projects under “Featured SchoolWorks Experience.”
6. Add 4-5 of your most recent, most applicable work experience under “Featured Professional Experience.”

FREQUENTLY ASKED QUESTIONS

What to I put under Notable Areas of Expertise?

The things that clients are looking for that you've got....

- Special Education Certified
- Experienced in ELL Supports
- Languages Spoken
- Former Authorizer
- Former School Leader
- Personalized Learning Certified
- Montessori Certified
- Experienced in Charter Application Writing

FREQUENTLY ASKED QUESTIONS

What SchoolWorks experience should I highlight?

The rule of thumb: diverse skills

- Choose projects that show multiple skills (example: charter application review team member, site visit team member, authorizer review team member, leadership coach, etc.)

FREQUENTLY ASKED QUESTIONS

If I am not adding bullets about my tasks at former jobs, what do I write in that line of copy?

Write one brief statement that sums up your role.

- Use numeric references when possible.
 - Led a team of 57 educators and support staff within an urban Denver school serving 850 K-8 students.
 - Oversaw the development of 30+ successful charter applications.
 - Managed and led an authorizing team of 12 overseeing a portfolio of 37 charter schools.
- Think: “What would a client most want to know that cannot be derived from my title?”

Email your completed draft resumes to Michelle Pieroni.

She will manage having them proofread and saved to SharePoint.

THANK YOU!

