Résumés

NOTE: All résumés submitted as part of a petition application, including résumés for teachers, lead petitioner(s), executive director/chief executive officer, director/principal, on-site financial manager, and governing board members, must meet the requirements provided below.

	Specific Requirements
Format	Each résumé must be in one of the following formats: • Traditional Résumé: Must be 11- or 12-point font and preferably not longer than two pages ← **Preferred Format** • Curriculum vita: Must be 11- or 12-point font and preferably not longer than three pages • Narrative: Must be 11- or 12-point font and preferably not longer than five pages

Contents	Each résumé must be **current** and provide occupational information (paid and unpaid) covering **the last 10 years without any gaps**.
	If a board member does not have a career history, he/she may provide a timeline for the last ten years of his/her roles in any volunteer/community service work and involvement at the school site.
	
	Each résumé must include:
	
	a) **Contact information:**
	   • Telephone number(s)
	   • Email address
	b) **Education:**
	   • Include all degrees held and all relevant areas of training and study (as applicable)
	c) **Experience (including paid and volunteer):**
	   • Include specific and relevant responsibilities and accomplishments (for each position held)
	   • May include high school experiences, if applicable
	d) **Memberships:**
	   • Include governing board memberships, professional association memberships, and other relevant affiliations
	e) **Skills:**
	   • Include skills regarding languages other than English (indicate fluency level)