



Service Learning and Career Development

TEACHER LICENSURE PROGRAM

345 Monmouth, Avenue N., Monmouth, OR 97361 Werner University Center, Room 119 slcd@wou.edu (503) 838-8432 www.wou.edu/slcd

***The mission of the Service Learning and Career Development is to provide access to
TRANSFORMATIVE EXPERIENCES, EDUCATION AND COUNSELING
that advance student career development and benefit society.***

This guide is designed to give you tools to create a resume and cover letter that meet the criteria for applying for the Professional Teacher Licensure Program at WOU. Once you have created your resume and cover letter, feel free to schedule an Advanced Resume Review with Jennifer Hansen, Career Development Coordinator, through Handshake to review all of your materials. You may reach her directly at hansenj@wou.edu. Also visit our helpful resume video at: <https://youtu.be/591rl3WWhrOM>

COVER LETTER

Your cover letter for the Professional Teacher Licensure Program should be in a standard business letter format and demonstrate professional communication skills. In addition, it MUST include:

- First Paragraph: Explain how you became interested in becoming a professional educator including the grade levels and subjects that you want to teach and why.
- Second Paragraph: Summarize your life experiences that have prepared you for becoming a teacher, and anything else that would help the screening committee get to know you better.
- Third Paragraph: Confirm that you have included all the required items for your application (or, if you are missing any items, please state your prearranged plan for submitting them).

RESUME

Your resume for the Professional Teacher Licensure Program can be in any professional resume format. Be sure to proofread it carefully, and ONLY include experience and skills (paid or unpaid) that relate to working with children. This will be a good start to the resume you will use later when you apply for jobs at school districts. Three essential sections on your resume include:

- Profile - a couple of sentences expressing your interest in the Professional Teacher Licensure Program at Western Oregon University
- Education - include all colleges you have attended and your expected graduation date at WOU (If your GPA is a 3.5 or higher, you may also want to include that, but it is optional)
- Relevant Skills and Experience - this should include all of your experiences and skills that relate to working with children, and can include paid employment, volunteer work, observation hours, practicum courses, etc.

Your Name Here

Address, City, State Zip Code
Phone number | Professional email

January 6, 2021

Dr. Marie LeJeune, Teacher Licensure Program Coordinator
Western Oregon University
College of Education
345 Monmouth Avenue North
Monmouth, Oregon 97361

Dear Dr. LeJeune,,

First paragraph: Explain how you became interested in becoming a professional educator including the grade levels and subjects that you want to teach and why.

Second paragraph: Summarize your life experiences that have prepared you for becoming a teacher, and anything else that would help the screening committee get to know you better. Use examples and specific accomplishments to show your skills and experience, strengths, and accomplishments and highlight any special skills that make you a more valuable candidate. You can also use this paragraph to reveal more about yourself, while still keeping it professional. Remember, do not include your whole life story, just the relevant experiences that will help convey your passion and qualifications for becoming a teacher.

Last paragraph: Confirm that you have uploaded all the required items for your application to TK20 (or, if you are missing any items, please state your prearranged plan for submitting them). Then, conclude by thanking the screening committee and mention that you are open to discussing your application with them, if they have any questions.

Sincerely,

Sign Your Full Name Here

Type your full name here

Your Name Here

Address, City, State Zip Code
Phone number | Professional email

PROFILE

Seeking acceptance into the Professional Teacher Licensure Program at Western Oregon University beginning in Fall 2021 in order to obtain Preliminary Teaching License with an Elementary Multiple Subjects Endorsement and an ESOL Endorsement.

EDUCATION

Bachelor of Science Degree in Education with ESOL Minor Expected June 2022
Western Oregon University, Monmouth, OR

- Elementary Multiple Subjects Endorsement
- ESOL Endorsement
- GPA 3.89

RELEVANT EXPERIENCE

Klubmate Teacher January 2019-Present
KinderCare Learning Center, Salem, OR

- Communicate with families in face-to-face and virtual environments through applying effective interpersonal communication skills
- Work with education professionals to facilitate learning on how to meet diverse needs of learners
- Conduct interesting and well-paced lessons using instructional techniques, strategies, and materials.
- Establish and maintain an orderly and supportive learning environment
- Organize content and skills so that learning objectives are recognizable to the student

Service Learning Team Member December 2018
Hogar de Esperanza, Truillo, Peru

- Made appropriate provisions for individual students with particular learning differences or needs.
- Identified students needing remediation for listening, speaking, reading, or writing
- Utilized Spanish skills to communicate with students and families
- Observed family dynamic in diverse cultural setting

Tutor September 2015-June 2016
Franklin School, Corvallis, OR

- Used appropriate strategies for conflict resolution to provide for educational outcome
- Engaged students in learning experiences to encourage students to understand, question, and analyze ideas from diverse perspectives
- Incorporated strategies for making content accessible to English Language Learners

Child Care Provider September 2013-August 2016
Smith Family, Dallas, OR

- Empowered young students to attempt challenging learning barriers
- Removed physical barriers for wheelchair user
- Developed understanding of IEP and 504 protocol