Application Tips
Pages 3 & 4: Current Employment/History

This section of the application consists of *job descriptions* that help give Ignited Hosts a better sense of your teaching and other work-related experience.

Potential Mentors view multiple resumes and this page of the application, along with page 7, gives you the chance to distinguish yourself as an applicant.

Below are some things to consider when describing your current/previous job duties along with some general "best practices" to keep in mind.

Appearance Best Practices:

Please carefully review your responses to ensure that they are an accurate and professional representation of you and your writing abilities.

- **Spelling and grammar check:** If your internet browser does not have a spell check feature, you may want to first type your responses in a word processing program, such as Microsoft Word, to make use of the spelling and grammar check feature. Then copy and paste your responses into the online application. Job description boxes also have a built in spell check that you may want to use (the ABC icon on the far right).

- **Consistent format/punctuation:** Text boxes allow for formatting such as bullets and bolding. This allows you the option of copying and pasting from your resume directly into each job description. Whatever format you choose, present yourself professionally by using the same format throughout. For example, if you use bullets for one position, be sure to use bullets for all other positions on pages 3 and 4. Use the same verb tense throughout. (Past tense is standard for job descriptions).

- **Acronyms and education specific terminology**: Be careful about using acronyms and terminology such as IEP, Title I, FOSS, TOP, WASC etc. with which a person outside the education field might not be familiar. Please consider spelling out all acronyms followed by the acronym in parentheses the first time they are used in your application and briefly explaining any education specific terminology or programs.

- **View your Ignited Resume:** Please review how your application is formatted into your Ignited resume (how it will be viewed by Ignited Hosts), by selecting "Save Draft" at the bottom of the page on which you're working; then select the "Resume" tab on the top right.

- **You can edit your application at any time:** You can make changes to this (or any) page of the application at any time by logging into http://igniteducation.org/ unless your application is under review by Ignited staff. Once you have made the desired updates, be sure to hit the **"Save Draft"** button at the bottom of the page to **save** your changes.

Content Best Practices:

Please carefully review your responses to ensure that they are an accurate and professional representation of you and your writing abilities.

- **Target your application for positions that most interest you:** Visit: http://igniteducation.org/the-experience/projects/ to view a sample of past Fellowships. Think about the types of skills and experience Mentors of these projects might be looking for that you have and be sure these are included in your application.

- **Include a descriptive job title:** For Hosts who are scanning your resume, titles give a quick overview of your experience (i.e. "High School Chemistry Teacher" instead of "Teacher".)

- **Elaborate on each position:** Make Hosts aware of your strengths and experience and make sure your application comes up in a key word search! Include:
  - some of your responsibilities
  - duties you perform(ed)
  - software applications/programming languages or lab skills/techniques used
  - accomplishments achieved
  - specific math, science and technology content you've taught, the audiences to whom you've taught
  - curricular or technical writing topics/audiences for whom you've developed.

- **Distinguish yourself in your teaching positions:** Instead of describing general teaching duties (which all teachers do), include:
  - Grade level/ specific subjects/concepts you teach/ have taught (Hosts are often looking for specific content knowledge in an area of science, math or technology)
  - Technology skills/experience (roles you've held such as webmaster/technology coordinator and the software/technologies you have used in these roles)
  - Leadership roles/accomplishments

- **Use action-oriented words** (i.e. Created, Led, Managed, Encouraged, Authored, Bridged, Analyzed, etc).

- **Highlight your accomplishments:** Every teacher will have a similar job description, so be sure to highlight your accomplishments that will distinguish you from other teachers. You might include:
  - Programs or projects you initiated
  - Measurable results you achieved
  - Partnerships you began
  - Leadership positions you've held

  This short article gives examples of how to highlight your results:
  http://jobsearch.about.com/od/resumewriting/a/resumewow.htm

- **Include non-teaching experience:** Include any industry, research, business, lab, school projects or volunteer positions that may showcase skills of interest to industry/science research Hosts. If these were unpaid positions, you can simply indicate this in your descriptions. Be sure to highlight any of the following sought after skills:
  - Curriculum writing/ technical writing/ editing experience
  - Adult training development/delivery
  - Management/Project Management experience
  - Research experience/ lab experience
  - Marketing experience
  - Programming/ database/ spreadsheet experience
  - Administrative experience
  - Statistical/Data analysis experience
  - Event Planning
  - Engineering experience

- **Bullet your descriptions:** Often Hosts are scanning your resume quickly. Bullets can make it easier to review quickly and highlight your greatest assets, particularly if you begin with an action word.

- **Be unique in describing each position:** Few things confuse a reader more than realizing they just read an identical description multiple times for different roles.   Ensure each of your descriptions are not only unique to you, but also unique to your application! If you've held similar roles at different employers, try focusing your descriptions on the aspects that differentiate each.

SAMPLE JOB DESCRIPTIONS
NOTE: Sample job descriptions are modified from former applicants who graciously agreed to share them with new applicants. Names have been removed.

High School Biology Teacher
- *Teach four classes of regular high school biology as well as one class of specially designed academic instruction in English (SDAIE) biology.*
- *Topics covered include: 1.) Nature of Science/Scientific Inquiry, 2.) Ecology, 3.) The Chemistry of Life, 4.) The Cell, 5.) Energy Processes in Living Things, 6.) DNA and Protein Synthesis, and 7.) Principles of Heredity and Reproduction.*
- *Incorporated EdModo, Prezi, Google Docs and iPad apps such as Nearpod into instruction to make presentations and learning interactive.*
- *Increased enrollment in after-school science program by 50% through engaging, hands-on experiments.*
- *Initiated a Marketing Committee to enhance our school's visibility and fostered relationships with local politicians resulting in an up-coming visit by Councilmember Xavier Campos to recognize our 70-point Academic Performance Index increase.*
- *Foster communication between all school stakeholders as a member on the following committees: Leadership Committee, Superintendent's Advisory Committee, Middle School Grading Committee, Professional Learning Community Facilitator, and School Site Council Member.*

Graduate Student
While attending graduate school earning a Master's degree in science education, I developed curricula for the Museum of Natural History as part of their year-long Biodiversity Education Initiative. I created pre, during, and post museum visit activities for middle school-aged students for the permanent exhibit.