

Professional Resume

All portfolio applicants are required to submit a professional resume. The resume must be no more than two pages with an 11 point minimum font size. Because portfolio evaluators do not meet and interview applicants, the resume must be relied upon to provide important information about the applicant's education, training and experience in the field of adult basic education. The resume must be consistent with and must expand upon the information provided on the Employment/Volunteer History, the Documentation of Training and the Evaluation of Experience forms.

It is recognized that there are a variety of professional resume formats and any resume format that is **typewritten, well-organized and includes the required information** will be accepted. If the information on the resume contradicts or is inconsistent with information on another portfolio document, the portfolio will be returned to the applicant with a request for clarification.

Required Information:

- Applicant's first and last name, mailing address, telephone number and e-mail address
- Post-secondary education experience
 - ◆ College or university name, years attended (e.g. 2007-2011), field of study, and degree conferred
- Adult education employment history for at least the past five years. For each place of employment provide:
 - ◆ Employer's name and dates of employment (month/year - month/year)
 - ◆ Position title
 - ◆ Learners' level(s) (beginning, intermediate and/or advanced), the content area(s) (ABE, ASE, ESL and/or family literacy).
 - ◆ A brief list of responsibilities, including any experience administering standardized assessments.

If the applicant teaches multiple groups of learners in a single content area, e.g. a beginning and an intermediate ESL class, or in different areas, e.g. ESL and ABE, the resume should include a separate listing for each group of learners and course taught/content area.

- Community service/volunteer experience
- Membership in adult education professional associations or organizations, including the name of the association or organization and the number of years of membership
- Training experience (includes presentations **by the applicant** at program in-services, conferences, workshops, etc.). For each training/presentation, provide the following information:
 - ◆ Presentation title/topic
 - ◆ Conference/Workshop name, if applicable
 - ◆ Location of training
 - ◆ Length of presentation, e.g. 1.5 hours
 - ◆ Date(s) of presentation (month/date/year)