

**LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION**

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, onsite financial manager, and governing board members, must meet the requirements provided below.

	Specific Requirements
Format	<p>Each résumé must be in one of the following formats:</p> <ul style="list-style-type: none">• Traditional Résumé: Must be 11- or 12-point font and preferably not longer than two pages ← <u>Preferred Format</u>• 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	<p>Each résumé must be current and provide occupational information (paid and unpaid) covering the last 10 years without any gaps. <i>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.</i></p> <p>Each résumé must include:</p> <ul style="list-style-type: none">a) Contact information:<ul style="list-style-type: none">• Telephone number(s)• Email addressb) Education:<ul style="list-style-type: none">• Include all degrees held and all relevant areas of training and study (as applicable)c) Experience (including paid and volunteer):<ul style="list-style-type: none">• Include specific and relevant responsibilities and accomplishments (for each position held)• May include high school experiences, if applicabled) Memberships:<ul style="list-style-type: none">• Include governing board memberships, professional association memberships, and other relevant affiliationse) Skills:<ul style="list-style-type: none">• Include skills regarding languages other than English (indicate fluency level)