



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Charter Schools Division**

**Résumé Guide**

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, are expected to align to the requirements provided below.

	<b>Specific Requirements</b>
<b>Format</b>	Standard format: <ul style="list-style-type: none"><li>• Traditional Résumé: 11- or 12-point font and preferably not longer than two pages</li><li>• Curriculum vita: 11- or 12-point font and preferably not longer than three pages</li><li>• Narrative: 11- or 12-point font and preferably not longer than five pages</li></ul>
<b>Contents</b>	<p>Each résumé is expected to be current and provide occupational information (paid and unpaid) covering the last 10 years without any gaps. <b>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.</b></p> <p>Each résumé is expected to include:</p> <ul style="list-style-type: none"><li>a) Contact information:<ul style="list-style-type: none"><li>• Telephone number(s)</li><li>• Email address</li></ul></li><li>b) Education:<ul style="list-style-type: none"><li>• Include all degrees held and all relevant areas of training and study (as applicable)</li></ul></li><li>c) Experience (including paid and volunteer):<ul style="list-style-type: none"><li>• Include specific and relevant responsibilities and accomplishments (for each position held)</li><li>• May include high school experiences, if applicable</li></ul></li><li>d) Memberships:<ul style="list-style-type: none"><li>• Include governing board memberships, professional association memberships, and other relevant affiliations</li></ul></li><li>e) Skills:<ul style="list-style-type: none"><li>• Include skills regarding languages other than English (indicate fluency level)</li></ul></li></ul>