



**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, on-site 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 ← Preferred Format • 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> <ol style="list-style-type: none"> a) Contact information: <ul style="list-style-type: none"> • Telephone number(s) • Email address b) 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 applicable d) Memberships: <ul style="list-style-type: none"> • Include governing board memberships, professional association memberships, and other relevant affiliations e) Skills: <ul style="list-style-type: none"> • Include skills regarding languages other than English (indicate fluency level)