

Resume and Cover Letter Tips

The job application process at the Department of Public Instruction (DPI) requires you to upload a resume summarizing your job experience, work accomplishments, and educational background. You may also be required to attach a cover letter (i.e., letter of qualifications).

Your cover letter should not be a statement such as “see resume” or a list of reasons why you are interested in the position. Your cover letter should be customized to describe your education, training, and/or experience as they relate to the specific position for which you are applying. It should discuss the items listed in the “**Qualifications**” section of the job announcement. You must provide sufficient detail (such as examples) to show your qualifications as a candidate.



Your resume must include:

- Your contact information, including an email and phone number.
- Your employment history, including a summary of responsibilities, accomplishments, and skills.
- Any training or experience you have related specifically to the “**Qualifications**” section.
- Your educational background, including any coursework that relates to the position for which you are applying.

Typically, your resume should be 1-2 pages.



Your cover letter (if required) must include:

- Additional information regarding your past work experience or coursework you have taken, expanding on what you listed in your resume.
- Detailed examples that clearly demonstrate your level of expertise and past responsibilities, specifically relating to the items listed in the “**Qualifications**” section.