



# EDUC 440 Pre-assignment

Due dates: Electronic copy due **July 15**, and one hard copy is due on orientation day

**Questions?** Contact us at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

All teacher candidates will prepare a resume and cover letter that will serve as a letter of introduction to your field advisor and your field experience mentors (mentor teacher(s) and school administrator). With this in mind, make sure that the information you include in your resume/cover letter fulsomely represents you, and your candidacy as a future educator and colleague. These documents will constitute the first impression you will make on your future mentors. Follow the general guidelines and criteria closely as you complete your resume/cover letter.

If you have any questions regarding your resume or cover letter, please contact us at 250-807-9459 or [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca)

## Electronic copy: July 15

You will email an electronic copy to the Okanagan School of Education at [education.ubco@ubc.ca](mailto:education.ubco@ubc.ca) by July 15. In your email, use the **subject line**: BEd Resume/Cover Letter- last name, first name.

**Save your file** as last name\_first name\_BEEdResumeCoverLetter

## One hard copy: Orientation Day

In anticipation of an in-person orientation, we ask that you bring in one hard copy of your resume and cover letter. Use a paper clip to hold your pages together. **Do not staple.**

## General Guidelines

Letter of introduction

- One page with a suitable photo in the right-hand corner. The photo should be no larger than wallet-size (about 2" X 2" or 5cm X 3cm) and electronically inserted (not paper clipped, glued or taped). Your photo can be either informal or formal, but it should clearly and primarily show your face and reflect that you are a mature adult.
- Please sign your letter. Your signature should be both your hand-written signature with your first/last name typed underneath.
- **IMPORTANT:** At the bottom of your letter, include the following phrase:  
*P.S. I give permission to have my letter of introduction and resume forwarded to my field advisor and field experience mentors for advisory and placement purposes.*

Your resume should be less than two pages.

A sample resume and letter of introduction is provided in this package for your reference. The information in this sample is fictitious and is not intended to represent any person or individual experiences. Please follow the outline in the samples provided. Ensure that all content is professional in tone and grammatically correct.

For this pre-assignment, do not include your contact information (phone, email, address) in your letter or resume.

**Keep a copy of your resume and cover letter. You will use this again in the future.**

# Sample: Cover Letter

To Whom It May Concern,

Introductory paragraph: consists of three or four sentences introducing yourself as a teacher candidate in the Bachelor of Education program in the Okanagan School of Education. You might mention that you are beginning your studies at the end of August and are looking forward to school visits and extended field experiences in the coming year.

The next two or three concise paragraphs describe you. You might introduce yourself in the following ways. Decide on two or three key ideas:

- Describe your work or volunteer experiences and how these opportunities have prepared you for becoming a teacher.
- Outline your special interests, skills or life experiences (travel, extra-curricular activities, community service, etc.) and articulate how these have engaged your curiosity and/or fostered a love of learning and/or shaped your working philosophy of teaching and learning.
- Explain what motivated/inspired you to become a teacher and the role you are envisioning both in the teaching profession and the lives of your future students.
- Describe what you are curious about and/or most excited to learn during your time in the Bachelor of Education program.

Closing Paragraph: One brief paragraph (two to three sentences maximum). You can conclude your letter in a few ways. For example, you could mention what you are looking forward to in your upcoming school visits/practicum AND/OR your appreciation of the opportunity to work in the school etc. AND/OR thank the reader for their time AND/OR you are looking forward to meeting the reader in person in the upcoming field experience.

Yours truly, (*choose either: Yours truly OR Sincerely OR Kind regards*)

**Your handwritten signature**

Your first/last name typed

*P.S. I give permission to have my letter of introduction and resume forwarded to my field advisor and field experience mentors for advisory and placement purposes.*



**Photo  
(size 2" x 2"  
maximum -  
electronic)**

In the top right-hand corner of your letter/document, your photo should be inserted (not paper clipped or glued to paper), it can be either informal or formal but it should clearly and primarily show your face (e.g. no sunglasses, other people/pets in the picture) and reflect that you are a mature adult.

# Sample: Resume

## Parts of your Resume:

### Education

Start your list with the following:

Bachelor of Education, In progress 2020/2022  
University of British Columbia Okanagan  
Kelowna BC

Next, list your post-secondary degrees, diplomas and certificates starting with your highest levels of achievement. Finally, list your other credentials.

Note: Additional individual courses, seminars, workshops etc. should be listed under a heading such as 'Additional Training and Qualifications', 'Professional Development' or 'Relevant Courses Work' - later in your resume (after 'Teaching Experience').

### Teaching Experience

List any school teaching experiences. List any other teaching experiences (tutoring, coaching, camp counselor, kids club facilitator etc.).

### Other possible sections:

Include information about jobs that involved working with people (in particular, children or youth) or positions where your role was instructional or leadership related.

For the remainder of your resume, include any of the following headings as they apply to you. For any items listed under one or two of these headings, only include a brief description or a couple of bullet points describing the skills and/or responsibilities you 'employed'.

-Additional Related Experience

-Volunteer or Community Experience

-Extracurricular Activities and Interests OR Special Skills

-Additional Training and Qualifications

-Professional Development

-Relevant Course Work

-Professional Memberships

-Awards

## Gabriel Madison

Teacher candidate

Bachelor of Education Program

University of British Columbia Okanagan

Kelowna BC

### Education

Bachelor of Education

In progress 2022/2023

University of British Columbia Okanagan

Kelowna, B.C.

Bachelor of Arts

Major: History/Minor: Spanish

Graduated: 2020

### Teaching Experience

2016 - 2019: Girl Guides of Canada

Pathfinder Leader

Kelowna, B.C.

- Organized weekly meetings with two other leaders
- Facilitated program during school year for 10 - 15 Pathfinders (ages 12 - 14)

2010 - 2015: Lifeguard and Swimming Coach

Prince Albert Recreation Center

Prince Albert, SK

- Coached 6-year olds to adults in stroke improvement and water safety
- Developed nutritional plans with swimmers, parents and public health dietician

### Volunteer Experience

2008 - 2010: Elizabeth Fry Society

Prince Albert Recreation Center

Prince Albert, SK

- Coordinated weekly community kitchen with 25 participants and family members
- Planned special events with volunteers for groups of 250 adults and children

### Additional Related Experience

2008 - 2010: IT Support Person

Prince Albert City Hall

Prince Albert, SK

- Supported 100 staff with day to day tasks using Microsoft Office Suite
- Designed workshops for new software or hardware implementations