

## BUSINESS DRESS EXAMPLES

### *Attire*

- Plain or Neutrals
- No perfume or cologne
- Slacks or Skirt
- Pressed Blouse or Collared shirt
- Limited jewelry
- Tidy hairstyle
- Low heels

### *Goal:*

- To make a great first impression with **business attire and in some cases business casual attire dependent on setting**
- To be remembered for your content, not clothes
- To demonstrate professionalism from the start

Casual



Business Casual



Business



*Samples of Business Attire and Comparisons*

Formal



General



Business Casual



## COVER LETTER SAMPLE

August 19, 2014

Carmine Castro  
Director  
Carebear Childcare LLC  
123 Strawberry Lane  
Brooklyn, NY 11225

Dear Mr. Castro,

This is a letter expressing my interest in the position of Lead PreK Teacher beginning this September. I have three years of experience as a childcare provider and two years as a Lead Assistant Teacher. I have a BA in Early Childhood Education from Brooklyn College and will be NYS certified B-2 by August 2015. My passion for students and my ability to support development of core developmental benchmarks is a match for your organization.

Currently, I am the Lead Assistant at Knowledge LLC in the PreK classroom. Each week, I create the literacy and diversity curriculum for the classroom. This includes oral storytelling, read aloud, and emerging writing activities. I also make sure parents feel welcome in the morning by greeting them and giving comprehensive daily reports on their child's experiences.

My training includes professional development and mandated trainings. I am regarded as a team player and highly dependable. My skills are outlined, but not limited to:

- Advanced Spanish fluency
- Philosophy of learning through play
- Creation of hands-on-activities
- Teaching Strategies Gold and student portfolio maintenance

I am available for immediate interview and look forward to sharing my skills with your students, families, and staff. I can be contacted at (718) 222-2222 or [jcombs@gmail.com](mailto:jcombs@gmail.com). Thank you in advance for your consideration.

Best Regards,

Jessie Combs  
Educator

## NETWORKING: ELEVATOR SPEECH WORKSHEET

### Sample Elevator Speech for Job Fairs and Networking

#### **Purpose of Elevator Speech:**

**To market your skills and experience when meeting with a potential employer or network in person at a job fair or professional event**

#### **Steps of Elevator Speech Delivery**

- Smile
- Handshake
- Resume and Speech Delivery
- Ask for business card
- Thank You and Follow-up

#### **Speech Sample #1**

*Good Afternoon, my name is (insert name). I will be fully NYS certified as of 20\_. I would love to join your organization and educate children. Currently, I am completing a Masters program in ECE. How could I best meet your needs as a Lead UPK Teacher this fall?*

#### **Speech Sample#2**

*I am a motivated new teacher with a strong background in child development. I would love to discuss how I will be a valuable asset to your program as the Lead Teacher of a UPK classroom this fall.*

#### **Speech Sample#3**

*I am currently enrolled in a early childhood masters degree program at \_\_\_\_\_. I will be fully certified with a masters degree by the summer of 20\_. I would love the opportunity to put my training into practice as I lead a UPK classroom in your program.*

#### **Speech Sample 4#**

**Create Your Own:**

## FOLLOW-UP NOTE OR THANK YOU LETTER SAMPLE

August 22, 2014

Carmine Castro  
Director  
Carebear Childcare LLC  
123 Strawberry Lane  
Brooklyn, NY 11225

Dear Mr. Castro,

Thank you very much for meeting with me this Tuesday to discuss my fit for the role of Lead PreK Teacher.

My applied experiences as Lead Assistant Teacher has given me the tools and training needed to meet your community needs. As we discussed, I have strong rappings with parents and staff which extend my positive impact on student learning.

In addition, I am very knowledgeable of the Department of Education's Core Body of Knowledge and how to effectively implement it in the classroom with PreK students.

Again, thank you for your time and conversation. I am confident I can meet your needs as Lead PreK Teacher.

I can be contacted at (718) 222-2222 or [jcombs@gmail.com](mailto:jcombs@gmail.com). Thank you in advance for your consideration.

Best Regards,

Jessie Combs  
Educator

## JESSIE COMBS

123 STRAWBERRY AVE, BRONX, NY 11111

212.333.3333 ICOMBS@GMAIL.COM

ICOMBSLINKENDIN.COM

### **Certification**

*B-2 Certification in New York State, April 2014*

Teacher ID: 123456

### **Skills**

*Languages:* Spanish and Haitian Creole

*Technology:* iPad, Word, Excel, Smartboard

### **Teaching Experiences**

*Lead PreK Teacher, 2017-2019*

Carebear Early Learning Center, Bronx, NY

- Supported the curriculum development of 3's and 4's.
- Developed hands on Science and Math experiences for students
- Offered positive guidance
- Create lessons that follow Core Body of Knowledge
- Meet with DOE liaison to discuss ways to enhance classroom
- Observed and documented student progress for student portfolios

*Lead Toddler Teacher , 2016-2017*

Carebear Early Learning Center, Bronx, NY

- Supported the curriculum development of 2's.
- Train students in toileting
- Provide emerging literacy experiences through play
- Met weekly with mentor teacher and attended staff meetings
- Created weekly newsletter to families
- Observed and documented student progress for student portfolios

*Assistant Teacher , 2014-2016*

Bright Lights Education Center, Bronx, NY

- Supported the curriculum development of 3's and 4's.
- Developed hands on Science and Math experiences for students
- Supervise along with Lead Teacher
- Monitor playground and physical education activities
- Created weekly newsletter to families
- Observed and documented student progress for student portfolios

### **Education**

*Masters of Arts in Special Education ,2018-present (12 credits)*

Lehman College, Bronx, NY

*Bachelors of Arts in Early Childhood Education, 2014*

Brooklyn College (Approved Teacher Preparation Program)

Brooklyn, NY

### **Trainings**

*Mandated Reporting*

*CPR*

*School Violence Prevention*

*DASA*

### **Volunteer & Hobbies**

- *World Languages, Dance, and Soccer*

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*CPR*

*School Violence Prevention*

*DASA*

### **Skills**

*Languages: Spanish and Haitian Creole*

*Technology: iPad, Word, Excel, Smartboard*

### **Teaching Experience**

*PreK Student PreK Teacher Intern, 2012-2014*

Carebear Early Learning Center, Bronx, NY

- Supported the curriculum development of 3's and 4's.
- Developed hands on Science and Math experiences for students
- Offered positive guidance to students as they navigated social experiences with peers
- Met weekly with mentor teacher and attended staff meetings
- Created weekly newsletter to families and distributed
- Observed and documented student progress for student portfolios

*Assistant Teacher, 2010-2012*

Lots of Smarts Childcare, Queens, NY

- Supported the Lead Teacher in daily learning activities
- Provided sing-along and fingerplay activities for children
- Supported teacher during Curriculum Night

### **Additional Experience**

*Camp Fellow, 2011-2013*

Bronx Inc. , Bronx NY

- Acted as camp counselor for children 6-10
- Supervised daily meals and snack routines
- Led campers in physical education activities including yoga and creative movement

*Private Caregiver, 2012-2013*

Two Families with Children 3to 7 years old, Brooklyn, NY

- Provided one-to-one caregiving for a child with special needs
- Exposed children to fieldtrips including the Brooklyn Children's Museum, Brooklyn Bridge Park, and New Robotics

### **Volunteer & Hobbies**

- *World Languages, Dance, and Soccer*

## RESUME ACTION WORDS

Achieved	Adapted	Addressed	Administered
Advised	Analyzed	Arranged	Assembled
Assessed	Assisted	Attained	Audited
Budgeted	Calculated	Classified	Coached
Collected	Communicated	Compiled	Composed
Computed	Conducted	Consolidated	Constructed
Consulted	Coordinated	Counseled	Created
Critiqued	Defined	Designed	Detected
Determined	Devised	Diagnosed	Directed
Discovered	Displayed	Earned	Edited
Eliminated	Enforced	Established	Estimated
Evaluated	Examined	Expanded	Explained
Experimented	Financed	Formulated	Gathered
Generated	Grossed	Guided	Handled
Hypothesized	Identified	Illustrated	Implemented
Improved	Increased	Influenced	Initiated
Inspected	Installed	Instituted	Instructed
Interpreted	Interviewed	Invented	Investigated
Lectured	Managed	Marketed	Mediated
Modeled	Monitored	Motivated	Negotiated
Obtained	Operated	Ordered	Organized
Oversaw	Performed	Persuaded	Photographed
Planned	Prepared	Presented	Printed
Processed	Produced	Projected	Promoted
Proofread	Provided	Publicized	Purchased
Received	Recommended	Reconciled	Recorded
Recruited	Reduced	Referred	Refined
Rehabilitated	Repaired	Reported	Represented
Researched	Resolved	Responded	Restored
Retrieved	Reviewed	Scheduled	Selected
Solved	Sorted	Studied	Summarized
Supervised	Supplied	Surveyed	Tested
Trained	Transcribed	Translated	Traveled
Tutored	Upgraded	Utilized	Wrote

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JCOMBSLINKENDIN.COM

### **Certification**

*B-2 Certification in New York State*

Teacher ID: 123456

### **Teaching Experiences**

*Lead PreK Teacher and Assistant Director, 2019*

Carebear Early Learning Center, Bronx, NY

- Supported the curriculum development of 3's and 4's.
- Developed hands on student centered experiences for students
- Offered positive guidance to new teachers
- Gives tours to prospective parents
- Attends UPK workshops

*Lead PreK Teacher, 2017-2019*

Carebear Early Learning Center, Bronx, NY

- Supported the curriculum development of 3's and 4's.
- Developed hands on Science and Math experiences for students
- Offered positive guidance
- Create lessons that follow Core Body of Knowledge
- Meet with DOE liaison to discuss ways to enhance classroom
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### **Education**

*Masters of Arts in Special Education, 2019*

Lehman College, Bronx, NY

*Bachelors of Arts in Early Childhood Education, 2014*

Brooklyn College (Approved Teacher Preparation Program)

Brooklyn, NY

### **Trainings**

*Mandated Reporting, DASA, CPR, and School Violence*

### **Volunteer & Hobbies**

- *World Languages, Dance, and Soccer*



**Group Lead Study Plan for:**

Date:

The following serves as an educational study plan for Group Lead Teacher \_\_\_\_\_  
in accordance with article 47 of the New York State Department of Health.

Address of Group Lead Teacher: \_\_\_\_\_

Primary Phone Number\_(\_\_\_\_\_)\_\_\_\_\_ and Email \_\_\_\_\_

Name of Institution Awarding MA in Early Childhood Education and Date:  
\_\_\_\_\_ and \_\_\_\_\_

**Test Exams (Checked box means teacher has satisfied and passed the requirement)**

ALST:   
\_\_\_\_\_ will complete and test on \_\_\_\_\_ of 20\_\_

EAS:   
\_\_\_\_\_ will complete and test on \_\_\_\_\_ of 20\_\_

CST:   
\_\_\_\_\_ will complete and test on \_\_\_\_\_ of 20\_\_

edTPA:   
\_\_\_\_\_ will complete and test on \_\_\_\_\_ of 20\_\_

**Mandated Trainings**

Child Abuse:

DASA:

School Violence and Prevention:

CPR:

**Fingerprinting**

DOE:

DOI:

Will apply on:

**Group Lead Study Plan for:**

**Coursework (Check applicable condition and explain)**

Is enrolled in BA in ECE with B-2 Certification Track\_\_ Will complete by \_\_\_\_\_ of 20\_\_ for a total of \_\_\_credits.

Is enrolled in MA in ECE with B-2 Certification Track\_\_ Will complete by \_\_\_\_\_ of 20\_\_ for a total of \_\_\_credits.

Additional information on Group Lead Teacher:

**TEACH New York State Certification Governing Agency**

Applied on Date:\_\_\_\_\_

Signature of Group Lead Teacher and Date:

\_\_\_\_\_ and \_\_\_\_\_

Signature of Center Director or Executive Director and Date:

\_\_\_\_\_ and \_\_\_\_\_