



**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, onsite financial manager, and governing board members, must meet the requirements provided below.

	<b>Specific Requirements</b>
<b>Format</b>	<p>Each résumé must be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Traditional Résumé: Must be 11- or 12-point font and preferably not longer than two pages ← <b><u>Preferred Format</u></b></li> <li>• Curriculum vita: Must be 11- or 12-point font and preferably not longer than three pages</li> <li>• Narrative: Must be 11- or 12-point font and preferably not longer than five pages</li> </ul>
<b>Contents</b>	<p>Each résumé must be <b>current</b> and provide occupational information (paid and unpaid) covering <b>the last 10 years without any gaps</b>.  <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"> <li><b>a) Contact information:</b> <ul style="list-style-type: none"> <li>• Telephone number(s)</li> <li>• Email address</li> </ul> </li> <li><b>b) Education:</b> <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><b>c) Experience (including paid and volunteer):</b> <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><b>d) Memberships:</b> <ul style="list-style-type: none"> <li>• Include governing board memberships, professional association memberships, and other relevant affiliations</li> </ul> </li> <li><b>e) Skills:</b> <ul style="list-style-type: none"> <li>• Include skills regarding languages other than English (indicate fluency level)</li> </ul> </li> </ol>