**Vice-Principal to Principal**

**Resume Template**

**Directions for completion of the Resume Template:**

* Please provide highlights in point form using the headings listed below.
* Focus on the most recent five years.
* Do not exceed three pages.
* Do not include a cover letter.
* Do not adjust the font or page layout.
* Save as an attachment in MS Word or PDF (No Google Docs)

**Please delete these Directions when submitting.**

1. **Personal Data:**

# Name: (insert information here)

School/Department: (insert information here)

Position being applied for: (insert information here)

Panel: (insert information here)

* + 1. **Teaching Experience (schools/grades/subjects/years):**
* (insert informationhere)

**C. Administrative Experience (positions/locations/years), e.g., Day School/Central Office/Continuing Education/Summer School:**

* (insert informationhere)

**D. Using the Leadership Framework headings (Setting Directions, Building Relationships and Developing People, Developing the Organization to Support Desired Practices, Improving the Instructional Program and Securing Accountability) please provide the experiences of leadership that you will bring to the role:**

* (insert informationhere)

**E. Please provide evidence of the Personal Leadership Resources that you possess:**

* (insert informationhere)

**F. Recent Personal/Professional Development:**

* (insert informationhere)