

Insert cover letter here.

In your cover letter, please specify:

- The package(s) to which you are applying
- An order of preference, if applying for more than one package
- Your preference for the total number of courses and/or preps if applying for more than one package
- Your availability for day, evening and virtual classes

Please be brief in your cover letter, pointing out the highlights of your application package that speak best to your qualifications for the particular course or courses to which you are applying to teach.

The résumé template can be found below, and we encourage you to use this format. For each section, we describe the level of detail that we are seeking. Please keep this in mind. In our template, we provide a couple of table rows, but you may add as many as you need.

Professional applicants - typically those with a Master's degree or higher who demonstrate ongoing professional activity should complete sections 1 through 7 of the resume template below, as well as the related appendices. However, if they apply to you, feel free to fill out any relevant sections.

Academic applicants - typically those possessing a doctoral degree (or equivalent) who also produce publications OR those currently in PhD studies to become a researcher should complete sections 1 through 11 of the resume template below as well as the related appendices.

[For additional information about academic or professional qualification, please visit this link.](#)



RESUME

UPDATED: Month DD, YYYY

NAME: Last Name, First Name

EMAIL: **PHONE:**

RANK: Contract Lecturer

1A. DEGREES: Please provide a copy/photo of your degree(s) in Appendix A. If the degree is in progress, please include a letter from your Supervisor.

Degree Type	Educational Institute, Year
FINAL DEGREE	Discipline, Institution, YYYY
DEGREE	Discipline, Institution, YYYY
DEGREE	Discipline, Institution, YYYY

1B. DESIGNATIONS AND CERTIFICATES (i.e., current and active professional designations or certificates that are pertinent to the position, e.g., Six Sigma) Please provide evidence in Appendix A.

Year	Description
YYYY	Name of Designation/Certificate Describe how this Designation/Certificate relates to and improves your teaching:
YYYY	Name of Designation/Certificate Describe how this Designation/Certificate relates to and improves your teaching:

2A. EMPLOYMENT HISTORY (Non-teaching; Last 10 years only - add additional rows as needed)

Year	Position Title, Company
YYYY-Present	Position Institution/Company Location Full time/part time (# of hours/week): Describe your role, in plain language (including outcomes/deliverables related to this position): Reference Name, Phone #:
YYYY-YYYY	Position Institution/Company Location Full time/part time (# of hours/week):

	<p>Describe your role, in plain language (including outcomes/deliverables related to this position):</p> <p>Reference Name, Phone #:</p>
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2B. CONSULTING DETAILS (Last 10 years only - add additional rows as needed)

Year	Achievement
YYYY-YYYY	<p>Client Name</p> <p># of hours/week: Total contract hours: Please indicate whether this was paid or volunteer work: Paid/Volunteer</p> <p>Describe your role, in plain language (including outcomes/deliverables related to this contract):</p> <p>Reference Name, Phone #:</p>
YYYY-YYYY	<p>Client Name</p> <p># of hours/week: Total contract hours: Please indicate whether this was paid or volunteer work: Paid/Volunteer</p> <p>Describe your role, in plain language (including outcomes/deliverables related to this contract):</p> <p>Reference Name, Phone #:</p>

3A. GRADUATE COURSES TAUGHT (Last 10 years) Please provide course syllabus, peer evaluations, qualitative student feedback/comments, and any evidence of teaching effectiveness in Appendix B for each course listed.

Year	Course Code & Course Title
Semester, YYYY-Present	<p>Course Code, Course Title</p> <p>Institution</p> <p># of Sections:</p>
Semester, YYYY – Semester, YYYY	<p>Course Code, Course Title</p> <p>Institution</p> <p># of Sections:</p>

3B. UNDERGRADUATE COURSES TAUGHT (Last 10 years) Please provide course syllabus, peer evaluations, qualitative student feedback/comments, and any evidence of teaching effectiveness in Appendix B for each course listed.

Year	Course Code & Course Title
Semester, YYYY-Present	Course Code, Course Title Institution # of Sections:
Semester, YYYY-Semester, YYYY	Course Code, Course Title Institution # of Sections:

3C. EXECUTIVE OR PROFESSIONAL EDUCATION COURSES TAUGHT (Last 10 years) Please provide relevant materials, such as an agenda and sample content (e.g., PowerPoint) in Appendix B for each course listed.

Course Code & Course Title
Course Title Institution # of Attendees: Date Course was First Taught: MM/DD/YYYY # of times Course was Taught: Length of Course (hours, days): Describe how teaching this course will apply to the teaching role for which you are applying.
Course Title Institution # of Attendees: Date Course was First Taught: MM/DD/YYYY # of times Course was Taught: Length of Course (hours, days): Describe how teaching this course will apply to the teaching role for which you are applying.

4A. UNDERGRADUATE COURSE DEVELOPMENT

Year	Course Code & Title, Development Activity
YYYY	Course Code & Title Describe how you developed or redeveloped the course listed above.
YYYY	Course Code & Title Describe how you developed or redeveloped the course listed above.

4B. GRADUATE COURSE DEVELOPMENT

Year	Course Code & Title, Development Activity
YYYY	Course Code & Title Describe how you developed or redeveloped the course listed above.
YYYY	Course Code & Title Describe how you developed or redeveloped the course listed above.

5A. TEACHING–BASED PROFESSIONAL DEVELOPMENT (Last 10 years only) – (e.g. - teaching online learners, effective teaching practices, attending teaching conferences, webinars, seminars, workshops, active membership in teaching organizations, etc.) Please provide supporting evidence in Appendix C.

Year	Activity
YYYY	Name of Course or Activity Length of Course/Activity (hours, days): Describe how this Professional Development relates to, and improves, your teaching:
YYYY	Name of Course or Activity Length of Course/Activity (hours, days): Describe how this Professional Development relates to, and improves, your teaching:

5B. DISCIPLINE-BASED PROFESSIONAL DEVELOPMENT (Last 10 years only) (e.g. – attending professional conferences, webinars, seminars, workshops, active membership in professional organizations, etc.) Please provide supporting evidence in Appendix C.

Year	Activity
YYYY	Name of Course or Activity Length of Course/Activity (hours, days): Describe how this Discipline PD relates to and improves your knowledge and skill of the subject taught in the classroom:
YYYY	Name of Course or Activity Length of Course/Activity (hours, days): Describe how this Discipline PD relates to and improves your knowledge and skill of the subject taught in the classroom:

5C. OTHER - PROFESSIONAL ACTIVITY (e.g. – active board membership, leadership in professional societies, volunteer activities) Please provide supporting evidence in Appendix C.

Year	Activity/Position, Organization
YYYY	Name of Activity and Role: Duration of Position: Describe how this Professional Activity can improve your teaching: Reference Name, Phone #:
YYYY	Name of Activity and Role: Duration of Position: Describe how this Professional Activity can improve your teaching: Reference Name, Phone #:

6. ACADEMIC COMMITTEE / UNIVERSITY SERVICE

Year	Role, Committee Name, Institution
YYYY	Role, Committee Name, Institution
YYYY	Role, Committee Name, Institution

7. TEACHING PHILOSOPHY (500 words or less)

In the space below, please briefly describe your pedagogical approach. In particular, identify how you incorporate equity, diversity and inclusion into your teaching and classroom, and also how you will bring currency and real-world evidence into your courses.

Last Name, First Initial, "Title of article/paper", Journal/Conference/Book, volume, issue, page numbers, location, date

Books

Book Chapters

Refereed Journal Articles

Refereed Conference Proceedings

Reviews

Reports

Other Articles and Papers

Other Conference Activities

=====APPENDICES – SUPPLEMENTAL INFORMATION – FOR ALL APPLICANTS=====

APPENDIX A: Evidence of Degrees Earned or In Progress (e.g. copy of degree certificate, or transcript, or letter of progress from supervisor/university, etc).

APPENDIX B: Teaching Materials and Supporting Documents (eg. syllabi, peer evaluations, qualitative student feedback/comments, sample assessments, and any evidence of teaching effectiveness, etc).

APPENDIX C: Evidence of Teaching and Professional Development (membership certificate, email of conference attendance, see sections 4 A, B & C for additional examples)