

How To...

Prepare A Resume'

1. Name, address and telephone numbers (with area codes) should be clearly stated at the top of the resume. For each additional page, include name.
2. Use 8-1/2"x11" paper
3. Use 'traditional' layout.
4. Present Education in reverse chronological order (most recent first).
5. Present current/former Positions in reverse chronological order (most recent first) with explanations for any gaps in work history.
6. Include:
 - a. Honors
 - b. Professional associations
 - c. Speeches/workshops
 - d. Publications
7. Reference Information (at least three) should include:
 - a. Full Name
 - b. Title (or relationship, i.e., Friend)
 - c. Name of Company
 - d. Address of Company
 - e. Telephone Number
 - f. Email address
8. Upload resume into on-line application form.



Hint! Letter of Interest and resume 'templates' (or formats) are available in various software programs or you may contact the Personnel Office for samples.

How To...

Apply for Vacancy

Application materials must be submitted through the online application process.

Application status:

Complete: *application file complete*

Pending: *awaiting confidential reference response*

Incomplete: *application needs attention*

Be sure to APPLY for positions in Job Openings to be considered for a specific vacancy.

How To...

Access Vacancy Information

<https://mountvernonjobs.myschooldata.net/JobOpenings.aspx>

OR

Website: www.mountvernonschools.org

Some positions may be posted with:

- Skagit Valley Herald
- Skagit Valley College On-Line Job Board
- Employment Security Department-WorkForce Washington

In-District Vacancies:

Only current district employees are eligible to apply for in-district only positions. Substitutes may not apply when opening is



How To...

MARKET YOURSELF

A Handy Guide for a Successful Employment Application

Presented by
Personnel & Human Resources

June 2020

124 East Lawrence Street
Mount Vernon, WA 98273
360-428-6110
Fax: 360-428-6172
www.mountvernonschools.org

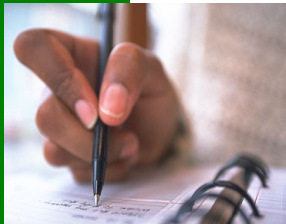
Mount Vernon School District is committed to your growth and continued success. This brochure is intended to assist interested individuals in providing the documentation necessary to apply for classified vacancies in Mount Vernon School District No. 320.

Key components of a completed application include:

- √ District Online Application Form
- √ Letter of Interest responding to the qualifications, listing the vacancy number and received during the time period that the position is open
- √ Resume
- √ Copy of high school diploma or GED equivalent certificate
- √ Unofficial College Transcripts (if applicable)
- √ 3 Letters of Professional Reference (within 5 years and address professional performance)
- √ 3 Confidential References (each reference will be sent an email requesting that they complete a reference on your behalf. Reference information is submitted electronically.)
- √ Applicant Disclosure

The key to success:

“Review all materials before beginning, complete all information requested and proofread before submitting!”



The District application is available at:

<https://mountvernonjobs.myschooldata.net>



How To...

Complete a District Application

1. Register or Update Application; create password
 - Review Applicant Instructions under Quick Links
2. Complete My Profile; uploaded required documents in My Checklist
3. Complete application thoroughly—fill in all sections as applicable.
4. Use abbreviations sparingly.
5. Provide supervisor and reference current telephone number (be sure you have their permission in advance).
6. Complete electronic signature
7. APPLY for position(s) under Job Openings

The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. We will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities, including those specific to career and technical education programming. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Assistant Superintendent Bill Nutting (bnutting@mvsd320.org) or the Section 504/Americans with Disabilities Act Coordinator, Clint Carlton, Director of Special and Support Services, (ccarlton@mvsd320.org) 124 E. Lawrence St., Mount Vernon, WA, (360) 428-6110.

How To...

Write a Letter of Interest

1. Type or word-process your cover letter.
2. Use 8-1/2"x11" paper
3. Use proper grammar—proofread!
4. Address letter to the name and correct title of hiring official.
 - *Do not begin with “Dear Sir or Madam”, “To Whom It May Concern” or “Dear Personnel Director”
5. In first paragraph, identify the position for which you are applying, your personal interest in the position and how you learned of the opening.
6. Next, outline your qualifications, special abilities, character qualities, experience and accomplishments.
7. In the closing paragraph, restate your interest in the position indicating you are available for a personal interview. Also include current telephone number, message number or both.
8. Proofread again!
9. Sign and keep a copy for your files.

****Please note: Letters of Interest should include applicant mailing address, telephone number (and/or message telephone number) and email address.****



Hint! You may submit one (1) letter of interest for multiple positions if they are similar—just indicate vacancy number/job titles in your letter.