**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

---

**Samples of Business Attire and Comparisons**
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 maintainence

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. Thank you in advance for your consideration.

Best Regards,

Jessie Combs
Educator
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:
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 rapports 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. Thank you in advance for your consideration.

Best Regards,

Jessie Combs  
Educator
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
Certification
B-2 Certification in New York State, April 2014
Teacher ID: 123456

Education
Bachelors of Arts in Early Childhood Education, May 2014
Brooklyn College (Approved Teacher Preparation Program)
Brooklyn, NY

Trainings
Mandated Reporting
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 3 to 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

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

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:
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 _______________________

Group Lead Study Plan for: