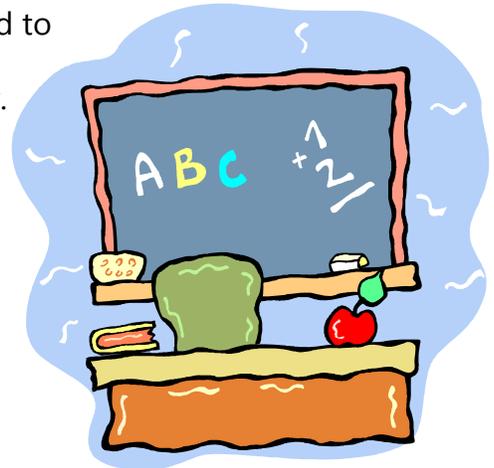


Credential Files

A GUIDE FOR EDUCATION CANDIDATES

Introduction

As a teacher or school administrator candidate you will need to prepare a credential file for prospective employers. It is imperative that you present your information professionally. This guide will help you accomplish this task.



Credential Files Explained

Credential files usually include 3-5 letters of reference and transcripts. If you have already obtained certification your credentials might also include your formal teaching license from the California Department of Education.

Choosing References

Your letters of reference/recommendation should come from student teacher supervisors, cooperating practitioners, faculty members, employers, and others who can comment on your skills, qualifications, experience, and potential capabilities as a new teacher or administrator. Think carefully about whom you select to recommend you.

Information You Need to Give to Your Reference Writers

Be sure to provide a copy of your resume to all reference writers to help them highlight your unique skills and experiences. Usually reference letters are prepared by the writer's on their employer's letterhead.



Transcripts

In preparing your materials you will need to obtain university/college transcripts. Transcripts that you send are considered unofficial, meaning they are "Issued to Student" copies. Official transcripts are ones that you have sent directly to the employer from the California State University, Stanislaus Records

Office. Initially, unofficial transcripts are appropriate to send to an employer. If you are a finalist candidate for a position, you may be required to send official copies before being hired. Check carefully to see which type the employer requires for a complete candidate file.

Assembling Your Materials

After collecting letters of reference, you will want to assemble them in a professional packet to be sent with your résumé and cover letter. You will need to create a cover sheet and add other materials. The packet should be assembled as follows:

1. Cover sheet (see below)
2. Letters of reference (3-5)
3. Transcripts (from CSU Stanislaus and other institutions you have attended)
4. License documents (if available)



When creating your cover sheet, include the following:

Education Credentials For:

Your Name Your Class Year

Prepared For:

The name, address, and telephone number of the individual to whom you are mailing this packet.

Once you have finalized your cover sheet, staple the documents together in the order recommended. Now your credential file is ready for prospective employers.