

# MANAGE A CREDENTIAL FILE

(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 "how to guide" will help you accomplish this task.

## WHAT IS A CREDENTIAL FILE?

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.

## WHOM SHOULD YOU ASK TO SERVE AS A REFERENCE?

Your letters of reference 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 résumé to all reference writers to help them highlight your unique skills and experiences. Usually reference letters are prepared on the writer's or 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.



## **HOW DO I PREPARE MY 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)

## **TO CREATE YOUR PERSONAL COVER SHEET, BE SURE TO INCLUDE THE FOLLOWING INFORMATION:**

### **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.

***GOOD LUCK!***